



THE TRAVEL COMPANION

FOR INDIVIDUAL RESERVISTS

THIS PAMPHLET IS DESIGNED FOR GUIDANCE ONLY. IT IS NOT INTENDED TO REPLACE OR AMEND INFORMATION FOUND IN THE JTR OR AIR FORCE INSTRUCTIONS. UPDATED: 13 March 2018

HQ RIO/ IR TRAVEL OFFICE

CUSTOMER SERVICE IS AVAILABLE VIA:

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HQ RIO IR Travel email: arpc.hqrio.travel@us.af.mil

HQ RIO Website: www.arpc.afrc.af.mil/hqrio.aspx

HQ RIO Facebook: www.facebook.com/HQRIO

HQ RIO Twitter: www.twitter.com/HQRIO

The IR Travel office will no longer accept mailed documentation the proper means of voucher submission is via email or fax. If you are unable to send an encrypted email to the HQ RIO IR Travel organization email please submit your voucher via The U.S. Army Aviation and Missile Research Development and Engineering Center (AMRDEC) Safe Access File Exchange (SAFE) at the following website: <https://safe.amrdec.army.mil/safe/>. When submitting to this website be sure to set the time availability to a minimum of 10 days to ensure that we are provided ample time to access these documents.

RESERVE PAY OFFICE (RPO)

Documents for Reserve Pay entitlements should be forwarded to the HQ RIO RPO.

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Fiscal Year (FY) End Close-out and Voucher Payments

At the end of each fiscal year the Defense Finance and Accounting Service (DFAS) issues a halt for disbursements to allow for appropriation reconciliation. The payment halt usually spans from the last week of September to approximately 15 October. Be aware that payments for travel vouchers submitted during this time period will be delayed by at least 30 days.

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HQ RIO WHO'S WHO

HQ RIO Directory

The following link provides direct access to the HQ RIO directory:

<http://www.arpc.afrc.af.mil/hqrio/directory.aspx>

HQ RIO/CSS

All IR's will contact the Commander's Support Staff at Buckley AFB for the following actions:

- a. Adverse Actions/UIF
- b. Duty Information Updates
- c. Personnel Record Updates

HQ RIO/FORCE MANAGEMENT

Provides oversight of the following actions for all HQ RIO Detachments:

- a. myPers incidents
- b. URC
- c. Participation
- d. TAP

IR members may contact the HQ RIO/Force Management office directly for Uniform requests and myPers console training.

HQ RIO/INTEGRATION READINESS OFFICE

Provides oversight of the following programs for all HQ RIO Detachments:

- a. Line of Duty Determinations
- b. BRS
- c. Training for IRs and AGRs and Reg AF assigned to HQ RIO

Directly provides Individual Reservist Orientation training at Buckley AFB to all IRs.

HQ RIO/Reserve Pay Office

Provides military pay customer service to all IRs to include, but not limited to the following services:

- a. Processing of Long and Short Tour order military pay entitlements
- b. Bonus pay processing
- c. Leave number assignment and processing
- d. Special Duty Pay
- e. Overseas Entitlements
- f. Officer Clothing Allowance
- g. IDT military pay reimbursement
- i. Manual processing of TSP deduction transactions
- h. Military Buybacks for Civilians

Many transactions can be processed via myPay such as updating bank account information, Federal and State Withholdings, correspondence address, and TSP deduction percentages.

HQ RIO/IR Travel Office

Provides travel pay customer service to all IRs to include, but not limited to the following services:

- a. RTS voucher completion advice and assistance
- b. Processing of all RTS vouchers to include the following:
 - 1) Final settlement vouchers
 - 2) Partial settlement vouchers
 - 3) IDT Lodging vouchers
 - 4) RTS Mileage only payments
 - 5) PCS and PPM Vouchers

Any assistance required for DTS should be coordinated through the detachment ODTA.

HQ RIO/Orders Writing Cell

Provides oversight and quality assurance for all HQ RIO Detachments. A customer service function does not exist within this area for IRs directly. IRs should coordinate questions concerning orders with their Orders Writing Technicians at their assigned detachment.

HQ RIO/IPR

Provides oversight and customer service functions for all contingency, exercise, and deployment attendance and orders processing.

ARPC/FM

Provides oversight for the following programs for ARPC and HQ RIO:

- a. DTS - LDTA function
- b. AROWS-R
- c. UTAPS
- d. ALO
- e. Budget
- f. KYLOC

While these functions are centrally managed within ARPC for HQ RIO, IRs will not contact ARPC/FM directly. The detachments hold customer service functions for all of these programs; therefore, the IR will only indirectly receive service through these functions via their detachment.

Detachments

Provides the following services to their assigned IRs:

- a. ODTA - assists IRs with any issues within **DTS** to include, but not limited to: authorization/voucher completion, insufficient funds notifications, debt management, EFT return, etc.
- b. Orders writers - assists members with the submission of orders and modifications.
- c. myPers incidents - initiates and manages IR myPers incidents.
- d. URC - coordinates actions between the IR, Active Duty unit, and detachments.
- e. Participation - ensures IRs are fulfilling participation requirements.
- f. UTAPS - assists IRs with functions within UTAPS.
- g. TAP
- h. Line of Duty Determinations - initiates and coordinates via the detachment CC
- i. BRS
- j. Training for assigned IRs, AGRs and Reg AF

Active Duty Unit

Provides the following services to their assigned IRs:

- a. Supervisory roles to include, but not limited to completion and coordination of EPRs,
- b. GTC
- c. UTM
- d. Security Manager
- e. UDM

POLICIES AND PROCEDURES

The intention of this guide is to be an initial resource in the proper preparation of travel claims and answer questions that may arise concerning travel policies. If you need additional assistance with the filing of travel claims specific to Reserve Travel System (RTS) please contact the IR Travel Office and for Defense Travel System (DTS) assistance please contact your detachment Organization Defense Travel Administrator (ODTA).

IR Travel is presently processing travel claims using the RTS and reviewing travel claims submitted through DTS. In accordance with DOD Comptroller mandate, Electronic Funds Transfer (EFT) is the standard method of payment for all DOD employees.

OBLIGATION TO EXERCISE PRUDENCE IN TRAVEL

In accordance with (IAW) Joint Travel Regulation (JTR) Chp,1, Para 0101, a traveler must exercise the same care and regard for incurring Government-paid expenses as would a prudent person traveling at personal expense.

The following circumstances include, but are not limited to, opportunities for travelers to be good stewards of government funds and exercise prudence in travel. Travelers must consider the following for use when appropriate without disrupting the mission:

1. Use of the least expensive transportation mode to and from a transportation terminal.
2. Use of the least expensive parking (ordinarily the long-term lot) when privately-owned conveyance (POC) parking is authorized at the transportation terminal or at other facilities (i.e., valet parking must be justified when self-parking is available).
3. Use of the least expensive public transportation in and around the TDY site (subway/streetcar/bus) in lieu of taxi.
4. Use of the least expensive authorized/approved special conveyance/rental vehicle, a compact car is the standard for TDY travel, and use the least expensive vendor.
5. Scheduling travel as far in advance as possible to take advantage of the best offered fare/rate.

Note: Travel claims should be submitted within five (5) days of tour completion.

COMMONLY USED JTR REGULATIONS AND GUIDANCE

- Chapter 1 General - This chapter addresses authority and policies related to travel.
- Chapter 2 Standard Travel & Transportation Allowances - Addresses the core set of rules used to compensate a traveler for normal expenses incurred while in a travel status under an official travel authorization.

- Chapter 3 Temporary Duty Travel - This chapter addresses reimbursements and entitlements.
- Chapter 4 Government Funded Leave - This chapter addresses applicable allowances for government-funded leave travel.
- Chapter 5 Permanent Duty Travel - This chapter addresses change of station entitlements.
- Chapter 6 Evacuations - This addresses travel and transportation during an authorized or directed evacuation.
- Appendix A – provides definitions and acronym descriptions.

GOVERNMENT TRAVEL CHARGE (GTC) CARD PROGRAM

You will need to contact your Agency Program Coordinator (APC) with any questions pertaining to the GTC program. The APC which manages your card is attached to your Active Duty (AD) unit.

It is imperative that all IRs attempt to get a GTC via their active duty unit as all IRs are considered frequent travelers.

Government Travel Charge Card Regulations: DoDI 5154.31, Volume 16 Oct 2015

<http://www.defensetravel.dod.mil/Docs/regulations/GTCC.pdf>

CARD FEATURES

Once a member receives their GTC and PIN, he/she will have access to the ATM Cash Feature of the card program. The traveler can then obtain cash using ATMs. Cash withdrawals should be kept at a minimum. Effective 1 Oct 2014, ATM, GTC and cash advance fees are no longer reimbursable and are considered part of the incidental expense portion of per diem.

REMINDER: Advances will not be issued to travelers having ATM access through their issued GTC. **Travel orders must specifically authorize an advance. Follow the instructions on the order for requesting the advance.** Electronic funds transfer (EFT) is the standard method of an advance. If the order does not authorize an advance, then an advance cannot be issued. The order will need to be modified to specify that an advance be authorized for travel.

Split Disbursement

The Split Disbursement is mandated. Public Law 107-314, Section 1008 gives DoD the authority to implement split disbursement. When a traveler uses his/her GTC for travel expense (i.e., airfare, lodging, rental car, etc.), a direct payment to Citibank will be made on the members behalf when the final voucher is filed for payment.

You must select Split Disbursement on the DD Form 1351-2 and specify the amount to apply to your GTC. Any remaining funds will automatically be sent to your designated EFT account. It is very important to keep your banking information current. If changes in your banking information occur, a SF1199a (Direct Deposit Sign-up Form) must be sent with your travel claim in order to update your banking information.

If no amount is specified on the travel voucher, the entire travel reimbursement will default to your designated EFT account. Card holders can only elect a \$0 split disbursement if the GTC does not have a balance owed.

Split Disbursement option will be used on the OF1164 IDT lodging claims. Although there is not a block designated for Split Disbursement, you can elect a dollar amount be sent to your GTC. Include a statement on the OF1164. For example, "PLEASE SEND \$200.00 TO THE GTC OR SEND 100% TO THE GTC."

IR TRAVEL OFFICE VOUCHER COMPUTATION PROCESS

VOUCHER RECEIPT

Travel Vouchers are date-stamped upon receipt in the IMA Travel Office. Please wait 48 hours before calling to verify receipt of a voucher. This allows sufficient time to log all vouchers received and will speed the response time.

VOUCHER COMPUTATION PROCESSING TIME

The AFRC standard for processing vouchers is 10 business days from the date the completed travel voucher is received in the Travel Office. However, during peak seasons (summer months and fiscal year end), the turnaround time can increase.

PAYEE TRAVEL VOUCHER SUMMARY

A Travel Voucher Summary can be viewed on your MyPay site under the Advice of Payment (AOP) tab when the travel claim is processed and the funds disbursed. If there are questions on your voucher, please review your payee copy thoroughly before calling the Customer Service Office.

The "COMMENTS" section of the summary will explain any discrepancies with your claim and why items claimed were not reimbursed.

RETURNED VOUCHERS

HQ RIO/IR Travel will return all incomplete vouchers (i.e. obsolete form, unsigned DD 1351-2 travel voucher, missing required signatures, uncertified orders (AF Form 938) to the member. The notification will be an email or phone call detailing the reason why the voucher is being returned and how to correct the issue. Although the travel office may retain copies of the original travel claim, member must resubmit the corrected complete package (i.e. certified order, receipts, supporting documentation, etc.) to expedite payment.

SUPPLEMENTAL PAYMENTS

If the traveler has reviewed the Advice of Payment (AoP) summary and discovered an error in the computation of the settlement, please contact the IR Travel office for information on filing a supplemental claim.

Procedures for a supplemental payment: make all necessary corrections on the DD1351-2 travel voucher with "SUPPLEMENTAL" written on top of voucher. Fax or e-mail revised/corrected travel vouchers, certified orders, and copies of all substantiating records to IR Travel Office.

REMEMBER: IF YOU DO NOT CLAIM IT ON YOUR TRAVEL VOUCHER, WE CANNOT PAY/REIMBURSE IT.

AUTHORIZED TRAVEL ENTITLEMENTS AND ORDER INSTRUCTIONS

ANNUAL TOUR

When a Reservist is performing AT, the initial training location is considered the "Permanent Duty Station" (PDS); therefore, Meals and Incidental Expenses (M&IE) are **NOT** paid for stationary days when government lodging and meals are available and directed per the orders. For those members whose orders direct government lodging and meals, but receive a letter of nonavailability (Non-A), the full meal rate is payable upon submission of the Non-A with the travel voucher packet.

Based on case law, there is also no authority to pay M&IE to a member for a missed meal. AF Form 2282 is not allowed for a member on AT when Government Quarters and Meals are available/directed.

COMMUTING AREA (Mileage Only)

When Block 16 on your AF Form 938 is marked "Commuting Area", and block 27 has "Travel and Per Diem Funding" you may file for reimbursement for one round trip POV/POC mileage. Use page two of the AF Form 938 order, complete the statement that starts with; Did you drive your POV/POC? Sign & date and send to IR Travel for payment. No DD Form 1351-2 is needed.

NOTE: If the order does not have travel and per diem funds in Section 27, complete the statement; Did you drive your POV/POC? Sign & date and send the order to HQ RIO/RPO for processing. Page 2 of the order has the instructions; SETTLEMENT FOR THIS ORDER MUST BE FILED IN MILITARY PAY.

CORPORATE LIMITS

When Block 15 of the AF Form 938 is marked "Corporate Limits," travel and per diem entitlements do not exist for the order, therefore, the member is not required to file a travel voucher.

ESTIMATED TRAVEL COST

The estimated travel, per diem and miscellaneous expenses on your order are estimates made by the order issuing official. The actual amount of your reimbursement/entitlements will vary.

IDT AWAY FROM UNIT OF ATTACHMENT

A DD Form 1610 must be produced for this travel. Upon completion you must file a DD Form 1351-2 with the DD Form 1610, Certified AF40A and required receipts. Standard per diem and transportation entitlements are payable.

NON-AVAILABILITY FOR QUARTERS

Members are required to check government quarters availability when TDY to a U.S. installation. The traveler is responsible for contacting the billeting office at the TDY location to make a reservation. A statement of non-availability or contract quarters is required. If adequate government quarters are available and other lodgings are used, lodging is limited to the on base rate.

NOTE: Under the Privatization of Army Lodging Program (PAL), government quarters are not available. Official travelers no longer need a statement of non-availability for contract quarters for off-base lodging reimbursement. For a listing of current installations and information, visit www.pal.army.mil.

DUAL LODGING

Dual lodging may only be authorized/approved in limited circumstances when it is necessary for a traveler to retain lodging at one TDY location (Location A) for other than personal convenience and procure lodging at a second TDY location (Location B) on the same calendar day.

Dual lodging exists to cover lodging expenses that arise because of unexpected circumstances beyond the member's control during TDY travel. Dual lodging must be approved after the fact by an amended order or by the AO on the travel voucher. Any period of dual lodging reimbursement is limited to a maximum of seven consecutive days.

PER DIEM

Per Diem is designed to offset lodging and M&IE costs incurred while performing TDY travel.

- a. M&IE for travel days will be paid at 75% of the applicable locality meals and incidental expense rate.
- b. Per Diem rates are based on the TDY location, not the lodging facility location.
- c. Per Diem is separate from transportation expenses and other reimbursable expenses and does not include transportation and other miscellaneous travel expenses.

MEAL RATE

Travel days are paid at 75% of the M&IE rate, for on base stationary days a meal statement will be on the order.

- a. All government meals are available and directed.
- b. Partial government meals are available and directed.
- c. Government meals are not available or not directed.

If Option A; All government meals are available and directed is on the orders and the mission dictates differently, the following directions apply:

- a. The order approving official can prescribe the proportional meal rate for any day a member, staying in on-base government quarters, has access to a government mess for at least one or two meals.
- b. If you are lodged off base, attaching a copy of your contract quarters authorization or non-availability will allow you to receive the full meal locality rate and incidentals.
- c. If some meals are missed due to mission requirements, an AF 2282 may be completed and signed by your commander. When all three meals are missed on any specific day as claimed on the AF Form 2282, the orders issuing/approving official must sign as a basis of full per diem. AF Form 2282 is not accepted for missed meals while on Annual Tour.
- d. Per Defense Office of Hearings and Appeals (DOHA) Case No. 04042602 (2004), "the Comptroller General found that Congress did not intend Reservists on annual training to receive per diem when government lodging and mess are available. See 48 Comp. Gen. 517, 521-522 (1969).
- e. If a messing facility has been temporarily closed / shut down for a determined period and the base commander issues a letter of non-availability of meals, including the letter with your voucher will suffice to receive the per diem warranted.

VARIATIONS IN ITINERARY

Orders may include authority for itinerary variations to permit a traveler to:

- a. Omit travel to named destinations;
- b. Change the named destinations travel sequence;
- c. Change the specified time for remaining at a named destination; and/or
- d. Travel to additional destinations.

POV/POC VICINITY TRAVEL/ LOCAL TRAVEL IN AND AROUND TDY LOCATION

POV/POC vicinity travel is travel performed in and around the immediate vicinity of the TDY location and **must be authorized in the order**.

Vicinity travel must be itemized on the travel voucher. The member must furnish actual distance traveled, dates for round trips daily between lodging and place of duty, as well as trips to dining establishments when suitable dining is not near lodging or duty. If a member traveled the same trip more than once, he/she may list the item once, showing how many trips were made (i.e. 3 trips from billeting to duty @ 5 miles round trip).

A member who travels by commercial means is entitled to reimbursement of the actual and necessary expenses incurred for: taxicabs, metro fares and other fares paid for local public transportation.

NOTE: If a member is **NOT** authorized vicinity travel on orders, the orders approving official must sign in the approving official signature block of the DD Form 1351-2. The AO must add the "vicinity travel is authorized to perform mission required duties" remark in Block 29.

ACTUAL EXPENSE ALLOWANCE (AEA)

When daily lodging costs exceed the maximum locality rate for the TDY location, an actual expense reimbursement can be authorized. AEA should be requested and authorized before travel begins. However, AEA may be approved after travel has been performed. Advanced approval avoids delays in filing claims (or sending supplemental claims) after travel is completed. Forward AEA requests to your orders approving official for approval. The approving official can only approve up to 300% of the locality per diem rate.

AEA over 300% must be approved by the Per Diem committee in advance and is restricted to OCONUS locations.

LONG-TERM TDY FLAT RATE PER DIEM

A reduced flat-rate per diem applies when a traveler is assigned long-term TDY (more than 30 days at one location).

- a. Long-term TDY for a duration of 31-180 days at a single location is authorized at a flat rate of 75% of the locality rate, payable for each full day of TDY at that location.
- b. Long-term TDY for a duration of 181 days or more at a single location is authorized at a flat rate of 55% of the locality rate, payable for each full day of TDY at that location. TDY in excess of 180 days must be authorized/approved.

If a traveler is unable to arrange suitable commercial lodging on their own, the Commercial Ticketing Office (CTO) should be contacted for assistance. If the CTO is unable to arrange suitable lodging at the reduced per diem rate, the AO may authorize actual lodging, not to exceed the locality per diem rate, but the M&IE is paid at the 75% or 55% rate.

If a travel order/authorization is later amended and the TDY will end 31 (or 181) days or more from the amendment date, the reduced flat-rate per diem applies beginning the day after the amendment is issued.

Dual lodging is authorized when TDY to another location for less than 30 days.

TRAVEL VOUCHER (FORM DD1351-2) SUBMISSION REQUIREMENTS

VOUCHERS

Submit the original voucher within five workdays after tour completion to IMA Travel.

ORDERS

Submit a certified AF Form 938, DD Form 1610, CED and any amendments to the original order.

RECEIPTS

Receipts must be included for any expense claimed of \$75 or more. All lodging receipts are required regardless of amount.

NOTE: CREDIT CARD STUBS OR CREDIT CARD STATEMENTS CANNOT BE USED AS RECEIPTS FOR REIMBURSEMENT.

FOREIGN TRAVEL

If travel was to a foreign country, the amounts claimed can be in the foreign or U.S. currency. You should include the currency conversion on any receipts provided that reflect foreign currency charges. Members may provide their GTC statement as proof of currency conversion rate used or visit the OANDA Currency Converter (www.oanda.com) which is the official source to convert to U.S. dollars

LODGING

All lodging claimed must be supported by an itemized receipt from the billeting office, hotel, motel, etc. A statement of non-availability or contract quarters is required, for off-base lodging when lodging is available and directed in the orders.

Please be sure that you know how to book lodging with your duty location's lodging facility. Most Air Force Inns allow booking through their websites, however, some require the member to book via the CTO. Regulation mandates that all travelers use the CTO to book lodging, however, in the instance that you don't, the following applies: reimbursement for lodging obtained through an online booking agent is authorized only when the traveler can provide an itemized receipt for room costs from the hotel/online-booking agent. Receipts must show the following charges: daily hotel room costs, daily hotel taxes and daily miscellaneous fees (if applicable). Any booking fees that were charged by a travel agency that is not a contracted CTO are not reimbursable.

REGISTRATION/CONFERENCE FEES

Registration/conference fees must be authorized on the travel order. If meals are included in the registration/conference fees, the M&IE is paid accordingly.

RENTAL CAR

It is mandatory that a traveler use an available CTO to obtain a rental car. Using a company and rental car location participating in the Defense Travel Management Office (DTMO) rental car agreement allows rates to include full liability, vehicle loss, and damage insurance coverage for the traveler and the Government.

The use of a rental car must be authorized on the order (AF 938 / DD Form 1610 / CED order). The cost of buying insurance is reimbursable only when renting an automobile in a foreign country. The lowest cost rental service that meets the mission transportation requirement must be selected for commercially rented vehicles. The AO may authorize/approve an appropriately sized vehicle IAW mission requirement when a compact car (the 'standard' for TDY travel) does not meet the requirement.

Effective 1 Mar 2016; Pre-paid refueling costs shown on the rental car receipt are not authorized / reimbursable. The AO may approve vendor (rental agency) refueling charges only if it is not possible for the traveler to refuel completely prior to returning the vehicle because of safety issues or the location of the closest fueling station.

MISCELLANEOUS EXPENSES

If small miscellaneous expenses (i.e. rental car gas, tolls, parking charges, etc.) are lumped together and the claim is \$75 or more, receipts are required. However, the expenses may be claimed separately and may not require receipts. Example: the traveler spent \$90 on fuel for their rental car over a 10 day period. Instead of listing the amount as one reimbursable expense the traveler can separate the expenses by day and amount spent for each refueling charge, e.g. 7 Feb 17 Fuel for Rental Car \$30; 10 Feb 17 Fuel for Rental Car \$40; 15 Feb 17 Fuel For Rental Car \$20 instead of 7-17 Feb 17 Fuel for Rental Car \$90.

Transportation-related tips the traveler elects to pay to drivers of courtesy transportation (e.g. hotel, park and ride, or airport shuttles) ICW official travel, are covered in the IE portion of per diem and are not reimbursable.

Please note that effective October 1, 2014, the incidental expenses of M&IE has been determined by the Per Diem, Travel and Transportation Allowance Committee (PDTTAC) to be sufficient to cover all baggage tips, laundry / dry cleaning, ATM fees, Cash advance fees (effective 1 Apr 15) and other incidental expenses incurred when performing official travel. These expenses are no longer Separately Reimbursable.

Fees for the first checked bag are reimbursed. Any additional cost for excess weight or size must be authorized/approved. Excess accompanied baggage costs may be authorized/approved by the AO. Authorization/approval is not required for the first checked bag.

Applies to any bag accompanying the traveler for which the airline charges a fee.

TRANSPORTATION

DOD **mandates** that a service member uses an available CTO to arrange official travel. When a CTO is available, but not used, reimbursement for the transportation cost is limited to the amount the government would have paid if the arrangements had been made directly through a CTO.

If the member elects to use POV/POC to travel to and from the duty location, it must be authorized in the order as more advantageous to the government for reimbursement. A traveler **may not be directed** to use a POV/POC.

When not authorized reimbursement of travel by POV/POC, transportation reimbursement may be limited. After a cost comparison between the Transportation Request (TR) cost listed in the orders and the member's actual mode of transportation is completed, the member is then reimbursed the lesser cost. If a TR cost is not stated in the orders, the CTO will be contacted for a quote which will be used in lieu of a TR cost in the cost comparison.

NOTE: TR costs are populated in AROWS-R via the City Pairs website which reflects costs for all government contracted flights. When the orders reflect a TR cost of \$350 or \$700, this indicates that a government contracted fare does not exist within City Pairs between the official travel points. The indicated TR costs in these situations are invalid and the CTO will be contacted for a fare quote.

PARTIAL VOUCHER: TDY / MOBILIZATION

Guidance for partial settlement vouchers is derived from AFMAN 65-114 and adheres to the same guidance as that of what was previously known as the accrual voucher. Members ordered to active duty for over 45 days may file a partial settlement voucher every 30 days for reimbursement of accrued per diem and other expenses.

If member needs to be reimbursed for initial high cost travel expenses to the duty station, the first partial voucher can be submitted upon arrival. Subsequent claims should then be sent every 30 days until the mission is complete. The partial voucher itinerary must show "In Place" and have the dates the voucher is covering. Travel vouchers are to clearly show all travel, including leave as well as authorized and voluntary returns to the HOR. **Include all receipts for expenses of \$75.00 or more in the reimbursable expenses block of the DD 1351-2.**

NOTE: DURING ANY 30-DAY PERIOD, IF TRAVEL TO AN ALTERNATE DUTY LOCATION(S) ON A DD FORM 1610 OCCURED, THE TRAVEL MUST BE INCLUDED WITH THE 30 DAY PERIOD ITINERARY, SECTION 15 OF THE TRAVEL VOUCHER. CLAIM MUST INCLUDE ALL EXPENSES WITH RECEIPTS AND ALL APPLICABLE ORDERS. MEMBER MUST SEND A FINAL SETTLEMENT VOUCHER WHEN ORDERS END AND MISSION IS COMPLETE.

INSTRUCTIONS FOR COMPLETING DD FORM 1351-2 Travel Voucher, MAY 2011

*****REMEMBER: IF YOU DO NOT CLAIM IT ON YOUR TRAVEL VOUCHER, WE CANNOT PAY/REIMBURSE IT.***

VOUCHERS

- Travel Voucher DD Form 1351-2, May 2011
- DD1351-2c Sub-voucher (Continuation Sheet) August 1997, if needed
- Note: Previous editions are obsolete and cannot be accepted.

BLOCK 1

Put an "**X**" in the box marked '**EFT**' and an "**X**" in the GTC box. Specify the amount to be "**Split Disbursed**" (for payment to the GTC). The remainder will be sent directly to your EFT account.

BLOCK 2- 4 & 6 A THROUGH E

Include personal information and e-mail address. The e-mail address is important for contacting the member when needed.

BLOCK 5

Select type of payment. Place an “X” in boxes that apply to traveler.

BLOCK 7

Include daytime phone number and area code.

BLOCK 8

Enter the Travel Order Number that is found on your official travel order.

BLOCK 9

Include all payments applicable to the referenced travel order or NONE if not applicable. Make sure to include advances, previous payments, etc.

BLOCK 10

Leave blank

BLOCK 11

Include permanent duty station information.

BLOCKS 12-14

Complete as applicable for PCS claims only.

BLOCK 15

The Itinerary must reflect exact travel completed by the individual! Voucher must begin at ordered departure location, show arrival to assigned duty location, and end at ordered return location. If those locations do not match your orders, contact your orders writing specialist. All overnight stops will be listed in the itinerary. Locations along the way where the mode of transportation changes should be listed, as well. Use a DD Form 1351-2C continuation sheet if block 15 does not contain enough spaces to correctly reflect the individual's travel. The itinerary must show when the order ends and the status in which the member ended the order, mission complete (MC) or remaining “in place”.

Use appropriate symbols from the reverse side of the DD1351-2 for Blocks 15c, 15d. Enter lodging cost in 15e. Block 15f, POC Miles, should reflect number of miles traveled by POC. Note: Ensure you show any leave taken throughout the itinerary in Block 29, as applicable. See example itineraries on page 16 for assistance in completing your voucher.

15. ITINERARY		c.	d.	e.	f.
a. DATE	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)	MEANS/ MODE OF TRAVEL	REASON FOR STOP	LODGING COST	POC MILES
2017					
7/4	DEP Elmira, NY	PA			
7/4	ARR Elmira Airport, Elmira, NY	TP	AT		9.8
7/4	DEP Dayton International Airport, Dayton, Oh	CA			
7/4	ARR Wright Patterson AFB, Oh	CA	TD	900.00	
7/19	DEP Dayton International Airport, Dayton, Oh	TP			
7/19	ARR Elmira Airport, Elmira, NY	PA	AT		
7/19	DEP Elmira, NY		MC		9.8
	ARR				

Block 15. Itinerary example reflecting standard TDY travel

15. ITINERARY		c.	d.	e.	f.
a. DATE	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)	MEANS/ MODE OF TRAVEL	REASON FOR STOP	LODGING COST	POC MILES
2017					
7/4	DEP Elmira, NY	PA			
7/4	ARR Elmira Airport, Elmira, NY	TP	AT		9.8
7/4	DEP Dayton International Airport, Dayton, Oh	CA			
7/4	ARR Wright Patterson AFB, Oh	CA	TD	720.00	
7/20	DEP (IDT status 17-19 July 2017)				
7/20	ARR Dayton International Airport, Dayton, Oh	TP	AT		
7/20	DEP Elmira Airport, Elmira, NY	PA	AT		
7/20	ARR Elmira, NY		MC		9.8
	DEP				
	ARR				

Block 15. Itinerary example reflecting ADT with IDT in conjunction

15. ITINERARY		c.	d.	e.	f.
a. DATE	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)	MEANS/ MODE OF TRAVEL	REASON FOR STOP	LODGING COST	POC MILES
2017					
7/4	DEP Elmira, NY	PA			
7/4	ARR Elmira Airport, Elmira, NY	TP	AT		9.8
7/4	DEP Dayton International Airport, Dayton, Oh	CA			
7/4	ARR Wright Patterson AFB, Oh	GP	TD	720.00	
7/15	ARR Travis AFB, Ca	CA	AT		
8/20	DEP Sacramento International Airport, Sacramento, Ca	CP			
8/20	ARR Elmira Airport, Elmira, NY	PA	AT		
8/20	ARR Elmira, NY		MC		9.8

Block 15. Itinerary example reflecting Multiple TDY locations

BLOCK 16

Include information in this section as applicable. Must be marked for payment of POC mileage.

BLOCK 17

Put an "X" in the box that indicates the duration of travel. Duration is from the time you left your departure location (home) until the time you returned.

BLOCK 18

Show all expenses. This includes applicable parking, tolls, taxis, rental car, rental car fuel, airfare, CTO fees, conference fees, and any other authorized expenses.

18. REIMBURSABLE EXPENSES			
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED
7/15/17	Rental Car - WPAFB	566.08	
7/6/17	Fuel for Rental	20.01	
7/13/17	Fuel for Rental	15.53	
7/15/17	Lodging Taxes	72.00	
7/4/17	Airfare	393.00	
7/4/17	CTO	13.70	
7/15/17	Parking at Terminal	72.00	

Block 18. Example showing potential reimbursable expenses and how to list them

BLOCK 19

Show all government deductible meals and dates. This is used when government meals are provided at no cost.

BLOCK 20A-B

Traveler's digital signature and date are required. Wet signatures will be accepted if digital signature is not possible.

BLOCK 20C THRU F

Reviewing official's digital signature and date are required. Wet signatures will be accepted, if digital signature is not possible.

BLOCK 21A

Order approving official must sign and date attesting to the validity of and approving payment of any additional items not originally authorized on the orders. The order authorizing official must explain in the Remarks Section (Block 29, page 2 of DD 1351-2) what additional items are being approved.

BLOCKS 22-28

These blocks are for Finance and Accounting Office use only.

BLOCK 29

Complete this section when special authorization is not included in the orders prior to travel being performed. This may also be used to explain unusual circumstances or to clarify voucher entries on the first page of the voucher. No signature is required for clarification statements.

INACTIVE DUTY TRAINING (IDT) OUTSIDE NORMAL COMMUTING DISTANCE

GENERAL GUIDANCE

JTR , Para 032304: "The Secretary concerned may authorize reimbursement for travel and transportation for certain Reserve Command (RC) members in the Selected Reserve of the Ready Reserve who perform IDT that requires them to commute outside the local commuting distance."

The JTR defines 'outside the local commuting distance' as either of the following:

- a. The local travel area as specified by the DoD Installation, base, or senior commander (JTR, Para. 0206), "but not less than 150 miles one way, as determined by the Defense Table of Official Distances".
- b. For non-contiguous states and U.S. territories and possessions requiring off-island or inter-island travel to an IDT location that is not normally served by boat or ferry and does not meet the local commuting conditions in Section 0206."

ELIGIBLE MEMBER

A member of the Selected Reserve Ready must be:

1. Qualified in a skill designated as critically short by the Secretary concerned;
2. Assigned to a unit of the Selected Reserve with a critical staffing shortage, or in a pay grade in the member's RC with a critical staffing shortage.

**For questions or inquiries, contact your servicing HQ RIO Detachment.

REIMBURSEMENT

The following travel and transportation expenses for travel to and from the member's assigned unit to perform IDT may be reimbursed *Not to Exceed a total of \$300 for each round trip.* (JTR, Para 032304, Part B.) *A DD1610 TDY Order generated via AROWS-R is required to file for reimbursement.

TRANSPORTATION

Commercial Transportation reimbursement is authorized for the actual transportation cost including transportation between home and the terminal, and between the terminal and the training location.

POV/POC mileage is reimbursable at the "other mileage rate" for the official distance to and from the IDT location. Additional reimbursable expenses are parking fees, highway, bridge, and tunnel tolls.

LODGING AND MEALS

Only meals purchased on the travel days to and from the IDT are reimbursable. The actual cost of the member's meals (including tax and tips) may be reimbursed up to the M&IE for the per diem rate for the area concerned. This does **NOT** include alcoholic beverages.

Lodging - The actual cost of the member's lodging (including tax) may be reimbursed up to the max locality rate for the area concerned. The locality per diem lodging ceiling in a foreign area includes lodging tax, therefore, the lodging taxes should not be claimed separately.

Note: Rental car is not reimbursable when in an IDT status.

For reimbursement of expenses when in an IDT status outside Normal Commute, the following documentation is required:

- DD Form 1610 (from AROWS-R)
- IDT Reimbursement checklist (Figure 1)
- DD Form 1351-2 - Traveling by Commercial Air (Figure 2)
- DD Form 1351-3 - Traveling by Commercial Air (Figure 3)
- DD Form 1351-2 – Traveling by POV/POC (Figure 4)
- DD Form 1351-2 - Traveling by Commercial Air (Figure 2) DD Form 1351-3 - Traveling by Commercial Air (Figure 3); DD Form 1351-2 – Traveling by POV/POC (Figure 4)
- DD Form 1351-3 – Traveling by POV/POC (Figure 5)
- All applicable receipts for expense of \$75.00 or more

FIGURE 1 - IDT REIMBURSEMENT CHECKLIST

<http://www.arpc.afrc.af.mil/Portals/4/DRIO/RIO-IDT-Travel-Reimbursement-Checklist.pdf?ver=2017-10-05-091146-947>



IDT Outside of Normal Commute Reimbursement Checklist

Member: _____

Date: _____

- ☐ DD Form 1351-2 (signed by supervisor)
- ☐ DD Form 1351-3 (actual expenses)
- ☐ OF 1164 – Claim for lodging accrued at duty location during IDTs
- ☐ DD Form 1610
- ☐ Certified AF Form 40A**
- ☐ Lodging receipts
- ☐ Letter of Non-Availability, if applicable
- ☐ All receipts for expenses exceeding \$75

Please verify that all required documents are filled out completely and signed. Attach this as the coversheet and send to HQ RIO IR Travel.

**If you are unable to obtain all three signatures on the AF40A, you may provide a PDF print of your UTAPS calendar in color in addition to AF40A.

Fax: (720) 847-3969 (DSN 847)

Email: arpc.hqrio.travel@us.af.mil

Notes:

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
1. PAYMENT		SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor. NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government.					
<input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check		<input checked="" type="checkbox"/> Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$ 278.70					
2. NAME (Last, First, Middle Initial (Print or type)) Smith, Genny L		3. GRADE O-1		4. SSN 123-45-6789		5. TYPE OF PAYMENT (X as applicable) <input checked="" type="checkbox"/> TDY <input checked="" type="checkbox"/> Member/Employee <input type="checkbox"/> PCS <input type="checkbox"/> Other <input type="checkbox"/> Dependent(s) <input type="checkbox"/> DLA	
6. ADDRESS: a. NUMBER AND STREET 213 Uptown St.		b. CITY Coden		c. STATE AI		d. ZIP CODE 36523	
e. E-MAIL ADDRESS gls1254@mail.com		10. FOR D.O. USE ONLY a. D.O. VOUCHER NUMBER b. SUBVOUCHER NUMBER c. PAID BY d. COMPUTATIONS Note: Signatures (Digital or Wet) are required by the Claimant and Reviewer. Reviewer's signature can be substituted with Approver's signature if the individual holds both roles as supervisor and AO.					
7. DAYTIME TELEPHONE NUMBER & AREA CODE 123-456-7894		8. TRAVEL ORDER/AUTHORIZATION NUMBER D79W21		9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES 		11. ORGANIZATION AND STATION 460 CPTS, Buckley AFB, Co	
12. DEPENDENT(S) (X and complete as applicable) <input type="checkbox"/> ACCOMPANIED <input checked="" type="checkbox"/> UNACCOMPANIED a. NAME (Last, First, Middle Initial) b. RELATIONSHIP c. DATE OF BIRTH (MM/DD/YYYY)		13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code) 		14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (Explain in Remarks)		15. ITINERARY a. DATE b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.) c. MEANS/ MODE OF TRAVEL d. REASON FOR STOP e. LODGING COST f. POC MILES	
07/01 DEP Coden, AI 36523 PA		07/01 ARR Mobile Regional Airport, Mobile, AI CP		07/01 DEP Denver International Airport, Denver, Co CA		07/01 ARR Buckley AFB, Co 80011 TD	
07/13 DEP Denver International Airport, Denver, Co CP		07/13 ARR Mobile Regional Airport, Mobile, AI PA		07/13 DEP Coden, AI 36523 MC		e. SUMMARY OF PAYMENT (1) Per Diem (2) Actual Expense Allowance (3) Mileage (4) Dependent Travel (5) DLA (6) Reimbursable Expenses (7) Total (8) Less Advance (9) Amount Owed (10) Amount Due	
16. POC TRAVEL (X one) <input checked="" type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER		17. DURATION OF TRAVEL <input type="checkbox"/> 12 HOURS OR LESS <input type="checkbox"/> MORE THAN 12 HOURS BUT 24 HOURS OR LESS <input checked="" type="checkbox"/> MORE THAN 24 HOURS		18. REIMBURSABLE EXPENSES a. DATE b. NATURE OF EXPENSE c. AMOUNT d. ALLOWED		19. GOVERNMENT/DEDUCTIBLE MEALS a. DATE b. NO. OF MEALS c. DATE d. NO. OF MEALS	
07/13/17 See Attached DD1351-3		07/13/17 See Attached DD1351-3		07/13/17 See Attached DD1351-3		07/13/17 See Attached DD1351-3	
20. a. CLAIMANT SIGNATURE [Signature]		b. DATE 20170715		c. REVIEWER'S PRINTED NAME d. REVIEWER SIGNATURE e. TELEPHONE NUMBER		f. DATE 20170715	
21. a. APPROVING OFFICIAL'S PRINTED NAME b. SIGNATURE c. TELEPHONE NUMBER d. DATE		[Signature]		[Signature]		20170715	
22. ACCOUNTING CLASSIFICATION 							
23. COLLECTION DATA 							
24. COMPUTED BY		25. AUDITED BY		26. TRAVEL ORDER/ AUTHORIZATION POSTED BY		27. RECEIVED (Payee Signature and Date or Check No.)	
[Signature]		[Signature]		[Signature]		[Signature]	
28. AMOUNT PAID \$ 278.70		29. REMARKS 					

FIGURE 3 – DD FORM 1351-3 (FOR OUTSIDE NORMAL COMMUTE WHEN USING COMMERCIAL AIR)

[illegible]

FIGURE 4 - DD FORM 1351-2 (IDT OUTSIDE NORMAL COMMUTE WHEN TRAVELING BY POV/POC)

[illegible]

FIGURE 5 - DD FORM 1351-3 (IDT OUTSIDE NORMAL COMMUTE WHEN TRAVELING BY POV/POC)

[illegible]

INACTIVE DUTY TRAINING (IDT) WITH PAY

GENERAL

The following definitions apply to:

1. Assigned Unit. For travel allowance purposes, a RC member's designated place of duty is the assigned unit.
2. TDY Station. An alternate site outside the local commuting area of the member's assigned unit or home is a TDY station.

TRAVEL FROM HOME TO THE ASSIGNED UNIT OR TO AN ALTERNATE SITE IN THE LOCAL COMMUTING AREA

JTR Para 032303 outlines entitlements for this status. Travel and transportation allowances are not authorized for:

1. IDT at the:
 - a. Training duty station;
 - b. Drill site;
 - c. Assigned unit city/town location;
 - d. Local area of the assigned unit or home; or
2. Travel between home and the:
 - a. Assigned unit
 - b. Unit training assembly place; or
 - c. Place of duty instead of a unit training assembly.

REIMBURSEMENT OF SERVICE CHARGES FOR TRANSIENT GOVERNMENT HOUSING USE

A RC member who occupies transient government housing while performing a paid IDT and is not otherwise authorized travel and transportation reimbursement, may be:

1. Reimbursed for lodging service charges; or
2. Provided lodging in kind.

Reimbursement for other than service charges for government quarters (see JTR Appendix A) use is not authorized. Note: A contract quarter authorization / non-availability statement from the billeting office must accompany any requests for off-base lodging reimbursement.

IDT lodging reimbursement is authorized for the day before duty begins (when needed) but not

the last day of duty as this is the travel day back to the home of record (HOR).

For IDT lodging to be reimbursed the last night of duty, the following requirements apply:

If a member incurs lodging expenses due to mission requirements or operational risk management (ORM), lodging reimbursement may be authorized. Reimbursement must be authorized in a memorandum from the member's assigned/attached unit supervisor and endorsed by the detachment commander. (Ref HQ RIO IDT Policy Letter on file at HQ RIO Travel)

FILING AN OF1164 (FOR IDT LODGING REIMBURSEMENT)

INSTRUCTIONS ON COMPLETING AN OF 1164

DO NOT USE THE SF1164. Complete only those sections identified below (see Figure 6), when in an IDT status. All other sections are not required. Lodging is the ONLY reimbursable expense.

Section 4 - CLAIMANT

- a. Name
- b. Social Security Number
- c. Home Address
- d. Telephone Number at which you can be reached on a daily basis

Section 6 - EXPENDITURES

- a. Enter dates for lodging claimed
- b. Code should be "C"
- c. Enter dates of IDTs completed
- d. Enter location and daily lodging rate
- e-h. Blank
- i. Enter total amount of lodging claimed

Section 7 - AMOUNT CLAIMED

This box is automatically populated from the entries entered in block 6.

Section 8

Document requires an Approving Official signature and date.

Section 10

Claimant (IR) must sign and date.

NOTE: Submit a copy of the certified AF 40A. A certified AF40A contains all three signatures on the form, if the member is unable to obtain all three signatures on their AF40A then they may provide a PDF print of the UTAPS calendar in COLOR, reflecting Paid for the specified days. Remember to include the lodging receipts and contract quarters authorization/non-availability statement, if applicable.

FIGURE 6 SAMPLE OF 1164 (IDT LODGING ONLY)

CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS		1. DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION OR OFFICE		2. VOUCHER NUMBER		
				3. SCHEDULE NUMBER		
Read the Privacy Act Statement on the back of this form.				5. PAID BY		
CLASSIFICATION	a. NAME (Last, first, middle initial)	b. SOCIAL SECURITY NUMBER				
	Last, First MI	XXX-XX-XXXX				
	c. MAILING ADDRESS (include ZIP Code) Street City, State Zip	d. OFFICE TELEPHONE NUMBER XXX-XXX-XXXX				
6. EXPENDITURES (If fare or toll claimed in column (g) exceeds charge for one person, show in column (h) the number of additional persons which accompanied the claimant.)						
DATE	C	Show appropriate code in column (b): A - Local Travel B - Telephone or Telegraph C - Other expenses (itemized)	D. Funeral Honors Detail E. Specialty Care	MILEAGE RATE (Enter Whole Numbers Only)	AMOUNT CLAIMED	
YYYY						
(a)	(b)	(c) FROM (d) TO		NUMBER OF MILES (e)	MILEAGE (f)	FARE OR TOLL (g)
Start	C	IDT Lodging Reimbursement for IDT's performed YYYYMMDD - YYYYMMDD	Location: Daily Lodging Rate:			
End						\$100.00
		Split Disbursement:				
If additional space is required continue on the back.				SUBTOTALS CARRIED FORWARD FROM THE BACK		
7. AMOUNT CLAIMED (Total of columns (f), (g) and (j).)				TOTALS		\$100.00
8. This claim is approved. Long distance telephone calls, if shown, are certified as necessary in the interest of the Government. (Note: If long distance calls are included, the approving official must have been authorized in writing, by the head of the department or agency to so certify (31 U.S.C. § 80a).)				10. I certify that this claim is true and correct to the best of my knowledge and belief and that payment or credit has not been received by me. Sign Original Only		
APPROVING OFFICIAL SIGN HERE				CLAIMANT SIGN HERE		
DATE				DATE		
9. This claim is certified correct and proper for payment.				11. CASH PAYMENT RECEIPT		
AUTHORIZED CERTIFYING OFFICER SIGN HERE				a. PAYEE (Signature)		
DATE				b. DATE RECEIVED		
				c. AMOUNT \$		
				12. PAYMENT MADE BY CHECK NUMBER		
ACCOUNTING CLASSIFICATION						
Approver's Signature				Member's Signature		
				OPTIONAL FORM 1164 (REV. 12/2016)		

PERMANENT CHANGE OF STATION (PCS) ENTITLEMENTS

ALTERING HOR TO REMAIN ON ORDERS

Members on PCS orders who alter their HOR address during those orders may forfeit their entitlement to a return PCS by taking such action. Please contact your detachment to verify whether or not your return PCS entitlement would be forfeited prior to changing your HOR address.

PER DIEM EN ROUTE TO/FROM PERMANENT DUTY STATION (PDS)

For PCS travel, the member is paid the standard CONUS per diem rate and a reduced rate is paid for each dependent traveling in the same vehicle. The standard CONUS per diem rate is paid for each day of PCS travel between authorized points, up to the allowable travel time of 350 miles per day. **The flat rate PCS per diem covers enroute lodging costs.**

POV/POC MILEAGE EN ROUTE TO / FROM PDS

PCS mileage is paid using DTOD and IAW JTR. POV/POC operating expenses are reimbursed through mileage allowance. Fuel is not reimbursed separately.

TEMPORARY LODGING EXPENSE (TLE)

TLE is an allowance intended to partially pay members for lodging and meal expenses incurred by a member and his/her dependent(s) while occupying temporary lodging in conjunction with a CONUS PCS. Due to a move, a member is entitled to TLE when entering active duty. The time limit is 10 days for a member reporting to his/her PDS from HOR. The 10 TLE days can be split as needed either near the member's HOR, place of which he/she entered active duty (PLEAD) or after arriving at the new PDS.

NOTE: A MEMBER IS NOT ENTITLED TO TLE WHEN LEAVING ACTIVE DUTY AS DIRECTED BY THE JTR.

TEMPORARY LODGING ALLOWANCE (TLA)

TLA is a military pay entitlement for an OCONUS PCS. The claim can be sent to the HQ RIO RPO office at Buckley Air Force Base, Colorado, via email at arpc.riorpo.1@us.af.mil. TLA is not processed for reimbursement at the IR Travel office.

DISLOCATION ALLOWANCE (DLA) JTR Chapter 5

A member is not entitled to DLA from home or from PLEAD to first PDS, unless the member's dependents actually move from the member's residence to the PDS or a designated place.

NOTE: RC members typically are not entitled to DLA unless they move their dependents as each new AF Form 938 PCS orders is considered the member's first PCS upon entry on Active Duty.

The following are frequently asked questions about DLA that can be found on the DTMO website:

- Q. Am I authorized DLA when moving from my home of record to my first duty station?

A. By law there is no DLA when the PCS is from your home (or the place from which you entered active duty) to your first permanent duty station (PDS) unless your dependents actually move in connection with the PCS.
- Q. May I be paid a DLA when I PCS from my permanent duty station/place of active duty to my home of record or home of selection (HOR/HOS) when I leave the Service?

A. No, by law there is no DLA authorized when the PCS is from your PDS to your HOR/HOS. In other words there's no DLA authority when leaving active duty.
- Q. I'm a Reserve Component member who regularly or repeatedly comes on, and leaves, active duty. Am I eligible to receive a DLA on any of those moves to or from active duty?

A. No - as mandated by law, individuals coming on/leaving active duty are not eligible for DLA. The EXCEPTION TO THIS if you come on active duty for more than 20 weeks at one location and are authorized PCS allowances and you move your dependents from your home to your new PDS or a designated place.

HOUSEHOLD GOODS (HHG) TRANSPORTATION

A member is entitled to HHG transportation or non-temporary storage (NTS) when ordered to perform a PCS move, subject to conditions specified in the JTR. The Government's HHG transportation obligation is limited to the cost of the completed movement of HHG equal in weight to a member's weight allowance in one lot between authorized places at the lowest overall cost to the Government. You must contact a Transportation Management Office (TMO) for a personal procured move (PPM), formally known as a Do-It-Yourself (DITY) move. TMO will instruct you on the required documents and compute your entitlement.

NOTE: For reimbursement of the PPM, a completed DD Form 2278 with all supporting documents provided by TMO must be submitted to the IR Travel Office for Payment. Please ensure that sections 10-12 of the DD Form 2278 are completed and that a copy of your PCS orders accompany the package.

DEFENSE TRAVEL SYSTEM (DTS)

DTS is a unit program and your detachment's Organization Defense Travel Administrator (ODTA) should be contacted for issues that arise in completing any authorizations or vouchers.

Note: The IR Travel office only holds review authority over vouchers in DTS. Therefore, our role is to ensure that vouchers are paid IAW regulation, policy, travel orders, and substantiating documents provided by the member.

The following instructions are provided to assist you in completing your authorizations and vouchers within DTS. Please contact your detachment ODTA for further DTS assistance.

INSTRUCTIONS FOR COMPLETING YOUR AUTHORIZATION IN DTS

AUTHORIZATION/ORDERS:

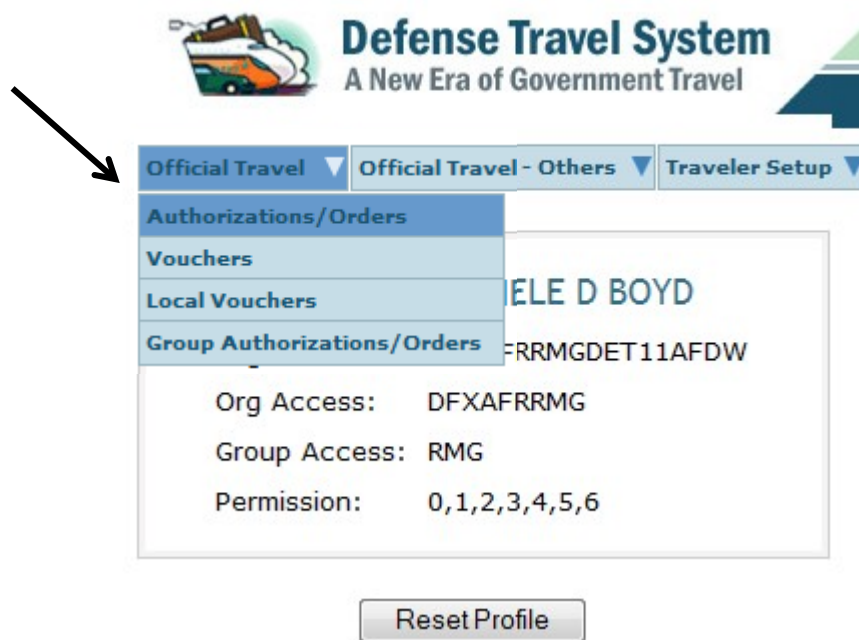
- 1) Orders requests are created, approved and certified in AROWS-R.
- 2) Once the order is authenticated, it is exported hourly to DTS if it meets current AFRC/FM business rules.
- 3) The following orders meet the criteria to be processed in DTS:
 - a) Annual Tour Only (NO IDTs on front or back end);
 - b) MPA/RPA less than 30 days; or
 - c) Back-to-Back Orders less than 45 days total.

Step 1: Member will receive a notification from DTS that a document is awaiting action.

Step 2: Member will log into DTS: <http://www.defensetravel.osd.mil/dts/site/index.jsp>.

The screenshot shows the Defense Travel System (DTS) website. At the top, there is a header with the DTS logo, the text "Defense Travel System A New Era of Government Travel", a search bar, and links for "Web Accessibility", "Privacy and Security Notice", and "Site Map". The main content area is divided into several sections. On the left, there is a navigation menu with links: Home, DTMO Website, Training, Travel Explorer, Travel Assistance Center (TAC), References, Contacts, and Find your Local DTA. The central section features a "Welcome to DTS!!" message, followed by a "Login to the Defense Travel System" section with a "LOGIN TO DTS" button (indicated by a black arrow). Below this are sections for "First Time Users" and "Training". On the right, there is a "Click here to visit the DEFENSE TRAVEL MANAGEMENT OFFICE" link, a "System Status" section showing "DTS is available" and "EWTS is available", and a "Recent Updates" section.

Step 3: From the home page, select 'Official Travel', then 'Authorizations/Orders'.



Step 4: Select the authorization from the list, then click 'Edit.'

Authorizations / Orders

Below is a list of your existing authorizations/orders. Please select the function (edit, print, etc.) corresponding to the appropriate authorization/order.

[Create New Authorization/Order](#)
Do Not Select
[Create Trip Template](#)

Existing Authorizations/Orders

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove / Trip Cancel	Amend
FMSTLOUISMO091111_A23-01	09/11/11	CREATED	000Z09	edit	print	remove	
FMSTLOUISMO091111_A23		POS ACK RECEIVED		view	print		

Step 5: Under EFT and Credit Card Accounts; click 'Refresh Account Data'

EFT and Credit Card Accounts

Payment by Electronic Funds Transfer (EFT) is mandatory unless the traveler does not have access to an account at a financial institution that can receive EFT transmissions.


If the following account information is incorrect please click on the link below to update your account information from your permanent traveler profile. > [Refresh Account Data](#)

Account Type	Account Number	Routing Number	Expiration Date
CHECKING			
GOVCC			

Your checking account and GTC information will appear in the above box.

Step 6: On the Main Navigation Bar across the top, select 'Travel.'

Logged In As: [MICHELE D BOYD](#) Document Name: DCHURLBURTFIE071413_A01-01 Screen ID: 1064.3 [Close Window](#)
Traveler Name: [DAVID B COOK](#) Document Type: Authorization [Help for this screen](#)

 **Defense Travel System**
A New Era of Government Travel

[Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)

[RETURN TO LIST](#) [Preview](#) [Other Auths.](#) [Pre-Audit](#) [Digital Signature](#)

Step 7: The Trip Summary Page.

Select 'Add New Flight.' If not applicable, skip to Step 9.

https://dts.cdwebgov.defensetravel.osd.mil/?service=direct/1/PreviewTrip/\$Border.\$RenderedImage - Internet Explorer provided by

Logged In As: Frank T MacDill-Y Document Name: FMSCOTTAFBIL083111_A25-01 Screen ID: 1200.1 Close Window
Traveler Name: Frank T MacDill-Y Document Type: Authorization Help for this screen

Defense Travel System
A New Era of Government Travel

RETURN TO LIST

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Air Rail Rental Car Lodging Other Transportation Summary

IMPORTED DOCUMENT PARTNER SETTINGS COMMENTS

Trip Summary

Email this Itinerary Print this Itinerary

Payment Information Final Trip Itinerary

Air Travel Payment Summary: Add New Flight

Rental Car Payment Summary: Add New Rental Car

Lodging Payment Summary: Add New Lodging

Rail Payment Summary: Add New Rail

Other Ticketed Transportation: Add New Ticketed Transportation

Change TDY Location Save and Continue

Proceed to the following page: Expense - Non-Mileage Continue

Step 8: Enter city or airport code in 'Departure and Arrival.' Select your travel date then click 'Search.'

https://dts.cdwebgov.defensetravel.osd.mil/?service=direct/1/ReservationTripSummary/\$Border.\$Re - Internet Explorer provided by

Logged In As: Frank T MacDill-Y Document Name: FMSCOTTAFBIL083111_A25-01 Screen ID: 1070.1 Close Window
Traveler Name: Frank T MacDill-Y Document Type: Authorization Help for this screen

Defense Travel System
A New Era of Government Travel

RETURN TO LIST

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Air Rail Rental Car Lodging Summary

IMPORTED DOCUMENT PARTNER SETTINGS COMMENTS

Air Travel

Modify Search

Please Note: A Red Star (*) indicates a field is required.

* Departure Airport (or city, state):

* Arrival Airport (or city, state):

* Arrival or Departures:

Departure

Select

Show Alternate Airports:

Search

Please use the Modify Search area to find alternate flights

Step 9: Select a 'GSA Contract Airfare.'

https://dtsdcwebgov.defensetravel.osd.mil/ - Defense Travel System-Welcome to DTS - Internet Explorer provided by USAF

Logged In As: Frank T MacDill-Y Document Name: FMSCOTTAFBIL083111_A25-01 Screen ID: 1070.1
 Traveler Name: Frank T MacDill-Y Document Type: Authorization

Defense Travel System
 A New Era of Government Travel

RETURN TO LIST

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Air Rail Rental Car Lodging Summary

IMPORTED DOCUMENT PARTNER SETTINGS COMMENTS

Air Travel

Modify Search

Please Note: A Red Star (*) indicates a field is required.

* Departure Airport (or city, state):
 TPA - Tampa International Apt

* Arrival Airport (or city, state):
 STL - St Louis Lambert Intl Apt

* Arrival or Departure:
 Departure

08/31/2011

Select

Show Alternate Airports: ☐

Search

Air Travel

Please select flights for TPA - Tampa International Apt to STL - St Louis Lambert Intl Apt departing on 08/31/2011

Skip This Flight

GSA Contract/Limited Availability GSA Contract Airfare Other Gov't Airfare Other Airfare AltGSA

GSA awarded fare is \$239.00

Sort By: ☐ Departure Time ☐ Arrival Time ☐ Elapsed Time ☐ Price ☒ Default

\$253.40 Total Estimated Airfare (Including Taxes and Fees) Government Contract

Class: YCA Fare Rules View Available Seats Select Flight

Southwest Airlines 148

06:30 PM Depart TPA - Tampa International Apt
 09:55 PM Arrive STL - St Louis Lambert Intl Apt

Equipment 733 Stop over at: MDW

Tue 30-Aug-11

Flying Time: 4h 0min Lay-over Time: 25min

\$253.40 Total Estimated Airfare (Including Taxes and Fees) Government Contract

Class: YCA Fare Rules View Available Seats Select Flight

Southwest Airlines 148

06:30 PM Depart TPA - Tampa International Apt
 09:55 PM Arrive STL - St Louis Lambert Intl Apt

Equipment 733 Stop over at: MDW

Tue 30-Aug-11

Flying Time: 4h 0min Lay-over Time: 25min

***NOTE: IF YOU SELECT AN AIRFARE OTHER THAN A GSA CONTRACT CARRIER FARE, YOU ARE REQUIRED TO GIVE JUSTIFICATION AND GET APPROVAL BY YOUR AUTHORIZING OFFICIAL BEFORE IT IS GRANTED.**

****NOTE: IF A RENTAL CAR IS AUTHORIZED ON THE ORDER, YOU CAN SELECT YOUR RENTAL THROUGH THE RESERVATION MODULE AS WELL.**

Step 10: To add a 'Reservation Made Outside of DTS' via a CTO. Select 'Expenses', then click on 'My expenses.' Select the + sign next to Other expenses.

Defense Travel System
 A New Era of Government Travel

Itinerary Travel Expenses Accounting Additional Options Review/Sign

My Expenses Per Diem Entitlements

Return To List

Reservation Expenses

Expense Name	Date	Cost	Document	Actions
American Airlines (Flight 258 - LAX to DCA)	09/10/2017	\$752.40		

Total: \$752.40

Other Expenses

Expense Name	Date	Cost	Document	Actions
Ticketed Expense (CTO FEE (GOVCG-I))	09/10/2017	\$19.81		
Non-Mileage Expense (Hotel Room Tax)	09/17/2017	\$214.27		
Non-Mileage Expense (Taxi - TDY/ITAD)	09/17/2017	\$29.95		
Non-Mileage Expense (Hotel Sales Tax)	09/20/2017	\$124.74		
Non-Mileage Expense (Public Transit)	09/20/2017	\$29.00		
Non-Mileage Expense (Taxi - TDY/ITAD)	09/22/2017	\$8.40		
Non-Mileage Expense (Hotel Sales Tax)	09/22/2017	\$61.22		

Total: \$487.39

Substantiating Documents

Document Name	Notes	Submit Date	Document	Actions
Other	Copy of certified orders	10/23/17		
Other	CTO email saying zero dollar invoices are no longer provided	10/23/17		
Other	CTO invoice that indicates it	10/23/17		

Add Expense

Expense Type*

Select an expense type

- Mileage Expense
- Non-Mileage Expense
- Transportation Travel Expense
- Ticketed Expense ←

Add Expense

Expense Type*

Ticketed Expense

Expense* ?

Comm Air (Indiv Bill) ←

Description*

Comm Air (Indiv Bill)

Ticket Number*

01595ERD654 ←

Ticket Value*

\$ 250.00 ←

Ticket Date*

MM/DD/YYYY ←

Departure Date*

MM/DD/YYYY ←

Cancel Add & New Add

Ensure that you select (Indiv bill)

Amount of Airfare. Do not include CTO Fee.

Ticket number assigned by CTO

Date ticket was issued by CTO

Select add and new to add CTO Fee or any other expenses you may need

Name	Invoice / Ticket / Date	Base	Tax 1	Tax 2	Tax 3	Total
CTO Fee	241153/TRF2185656886/07SEP17	19.81				19.81
Airfare	241153/0018652821714/07SEP17	USD 673.48	50.52US	8.20ZP	20.20XT	752.40
Total Amount						772.21

Example of proof of payment from CTO.

Ticket Date

Ticket number

To Add Associated CTO Fee: Follow same steps as adding commercial air, except choose CTO Fee (Indiv Bill).

Add Expense

Expense Type*

\$ Ticketed Expense

Expense* ?

CTO Fee (Indiv Bill)

Description*

CTO Fee (Indiv Bill)

Ticket Number*

Ticket Value*

\$

Ticket Date*

MM/DD/YYYY

Departure Date*

MM/DD/YYYY

[Cancel](#)
Add & New
Add

Once all info has been added click continue. Your Trip Summary should look like this:

Trip Summary

Overall Starting Point

Leave From: Warner Robins , GA

Leave: 21-Mar-14

Edit

Location 1: KEESLER AFB,MS

Leave From: Warner Robins , GA

TDY/TAD Loc: KEESLER AFB,MS

Arrive: 21-Mar-14

Leave: 23-Apr-14

Edit

Other: Comm Air (Indiv Bill)

Type: CP - Comm Air (Indiv Bill)

Depart: 21-Mar-14

Edit

Remove

Other cto: CTO Fee (Indiv Bill)

Type: CF - CTO Fee (Indiv Bill)

Depart: 21-Mar-14

Edit

Remove

Overall Ending Point

Leave From: KEESLER AFB,MS

Return Loc: Warner Robins, GA

Arrive: 23-Apr-14

Edit

COMM AIR and CTO FEE will default to the GOVCC

Step 11: Inputting Mileage Expenses

Defense Travel System
A New Era of Government Travel

Itinerary Travel **Expenses** Accounting Additional Options Review/Sign

My Expenses Per Diem Entitlements

[Return To List](#)

Reservation Expenses

Expense Name	Date	Cost	Document	Actions
American Airlines (Flight 258 - LAX to DCA)	09/10/2017	\$752.40	1	

Total: \$752.40

Other Expenses

Expense Name	Date	Cost	Document	Actions
Ticketed Expense (CTO FEE (GOVCC-I))	09/10/2017	\$19.81	1	
Non-Mileage Expense (Hotel Room Tax)	09/17/2017	\$214.27	1	
Non-Mileage Expense (Taxi - TDY/TAD)	09/17/2017	\$29.95		
Non-Mileage Expense (Hotel Sales Tax)	09/20/2017	\$124.74	1	
Non-Mileage Expense (Public Transit)	09/20/2017	\$29.00		
Non-Mileage Expense (Taxi - TDY/TAD)	09/22/2017	\$8.40		
Non-Mileage Expense (Hotel Sales Tax)	09/22/2017	\$61.22		

Total: \$487.39

Substantiating Documents

Document Name	Notes	Submit Date	Document	Actions
Other	Copy of certified orders	10/23/17		
Other	CTO email saying zero dollar invoices are no longer provided	10/23/17		
Other	CTO invoice that indicates it	10/23/17		

Below are the options for Mileage Expenses. Select the option that applies to your travel.

Add Expense

Expense Type*

Select an expense type

- Mileage Expense
- Non-Mileage Expense
- Transportation Travel Expense
- Ticketed Expense

Add Expense

Expense Type*

Mileage Expense

Mileage Type* ?

Select a mileage type

- POC Use-Dedicated Gov Veh
- POC Use-Gov Vehicle Avail
- Private Plane
- Pvt Auto-In/Around
- Pvt Auto-TDY/TAD
- Pvt Auto-Terminal
- Pvt Motorcycle-In/Around
- Pvt Motorcycle-TDY/TAD
- Pvt Motorcycle-Terminal

Add

Step 12: Select Authorized 'Non-Mileage Expenses.'

Defense Travel System
A New Era of Government Travel

Itinerary Travel **Expenses** Accounting Additional Options Review/Sign

My Expenses Per Diem Entitlements

[Return To List](#)

Reservation Expenses

Expense Name	Date	Cost	Document	Actions
American Airlines (Flight 258 - LAX to DCA)	09/10/2017	\$752.40	1	
		Total:	\$752.40	

Other Expenses

Expense Name	Date	Cost	Document	Actions
Ticketed Expense (CTO FEE (GOV/CG-I))	09/10/2017	\$19.81	1	
Non-Mileage Expense (Hotel Room Tax)	09/17/2017	\$214.27	1	
Non-Mileage Expense (Taxi - TDY/TAD)	09/17/2017	\$29.95	1	
Non-Mileage Expense (Hotel Sales Tax)	09/20/2017	\$124.74	1	
Non-Mileage Expense (Public Transit)	09/20/2017	\$29.00	1	
Non-Mileage Expense (Taxi - TDY/TAD)	09/22/2017	\$8.40	1	
Non-Mileage Expense (Hotel Sales Tax)	09/22/2017	\$61.22	1	
		Total:	\$487.39	

Substantiating Documents

Document Name	Notes	Submit Date	Document	Actions
Other	Copy of certified orders	10/23/17	1	
Other	CTO email saying zero dollar invoices are no longer provided	10/23/17	1	
Other	CTO invoice that indicates it	10/23/17	1	

Add Expense**Expense Type***

Non-Mileage Expense

Expense*

Select or enter an expense

Reimbursement Method*

Select a method of reimbursement

Date*

MM/DD/YYYY

Cost*

\$

Non-mileage expenses include, but are not limited to, dual lodging (must be approved in the orders or authorized by the AO after-the-fact), tolls, lodging taxes (CONUS only), gasoline - rental/ gov't car, registration fees etc.

Items not included in Non-Mileage Expense drop down: airfare, rental car, CTO fee, gov't auto which were demonstrated previously.

[Cancel](#)**Add & New****Add**

Step 13: Alter Per Diem Entitlements IAW Travel Orders and Reservations; Select 'Expenses', 'Per Diem Entitlements'

Step 14: Click 'Edit.'

Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

[GSA State Tax Exemption Listing](#)

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
06/04/13	OFFUTT AFB,NE	> Edit	> Reset	\$55.00	\$55.00 GOVCC-Individual	\$34.50 Personal	77 / 46	QTRS				AVAIL
06/05/13	OFFUTT AFB,NE	> Edit	> Reset	\$55.00	\$55.00 GOVCC-Individual	\$16.70 Personal	77 / 46	MESS	M	M	M	AVAIL
06/06/13	OFFUTT AFB,NE	> Edit	> Reset	\$55.00	\$55.00 GOVCC-Individual	\$16.70 Personal	77 / 46	MESS	M	M	M	AVAIL
06/07/13	OFFUTT AFB,NE	> Edit	> Reset	\$0.00	\$0.00 GOVCC-Individual	\$34.50 Personal	77 / 46	MESS	M	M	M	AVAIL

Per Diem Entitlement Detail will appear. Click on 'Values Apply Through' calendar and select date.

Per Diem Entitlement Detail	
<p>You may apply changes on this screen to a certain date or range of dates by modifying the "Values Apply Through" date. If required to change the distribution to travelers, use the distribution method selection list to change the distribution method. Then, select the "distribute cost" link to distribute appropriately to travelers. GSA State Tax Exemption Listing</p>	
Location:	AURORA,CO
Values Apply From Date:	08/29/2011
Values Apply Through:	08/29/2011
<div>Select dates to which changes need to apply</div>	
Per Diem Rates	
<p>Costs are total for all travelers. You may change your lodging costs below. Use the "View Expense Details / Currency Calculator" link for expense details such as payment method, reimburseable, etc.</p>	
Per Diem Rate:	141 / 66
Lodging:	\$ 109.00
M & IE:	\$ 49.50
<div>Input paid dollar amt for lodging expense</div> <div>view expense details / currency calculator</div> <div>view expense details / currency calculator</div>	

Under Duty Conditions, ensure 'Quarters Available' is checked, if Gov't Quarters are available and directed.

Duty Conditions
Check all of the following that apply:
<input type="checkbox"/> Field Conditions
<input type="checkbox"/> Adverse Effects/Commercial Quarters
<input type="checkbox"/> Inactive Duty Training (Local Commuting Area)
<input type="checkbox"/> Permissive TDY
<input type="checkbox"/> Hospital Stay
<input checked="" type="checkbox"/> Quarters Available

Meals for Annual Tour ONLY

Select 'Special Rate' and in the Cost box put \$0.00.

Meals	
If you would like to make changes to meals, select the appropriate meal code and applicable meal(s) for this date or date range:	
<input type="radio"/> Full Rate	<input type="checkbox"/> Breakfast
<input type="radio"/> Elected	<input type="checkbox"/> Lunch
<input type="radio"/> Available	<input type="checkbox"/> Dinner
<input type="radio"/> Provided	Cost: \$ 0.00
<input type="radio"/> Occasional	
<input checked="" type="radio"/> Special Rate	

Application of Government Meal Rate (GMR)

When traveling TDY to an installation, the GMR may apply, please review your orders to determine the correct meal rate. Select 'Available' and check Breakfast, Lunch, and Dinner.

Meals	
If you would like to make changes to meals, select the appropriate meal code and applicable meal(s) for this date or date range:	
<input type="radio"/> Full Rate	<input checked="" type="checkbox"/> Breakfast
<input type="radio"/> Elected	<input checked="" type="checkbox"/> Lunch
<input checked="" type="radio"/> Available	<input checked="" type="checkbox"/> Dinner
<input type="radio"/> Provided	Cost: \$ 0.00
<input type="radio"/> Occasional	
<input type="radio"/> Special Rate	

If government quarters are not available, a Statement of Non-Availability is required unless the On-Base Lodging is under the Army Privatized Lodging Program. Select Full Rate.

Meals

If you would like to make changes to meals, select the appropriate meal code and applicable meal(s) for this date or date range:

☒ Full Rate
☐ Breakfast
☐ Lunch
☐ Dinner
Cost: \$0.00

☐ Elected
☐ Available
☐ Provided
☐ Occasional
☐ Special Rate

Other Per Diem Entitlements

Ensure the 'No Other Per Diem Entitlements' is checked. Click 'Save These Entitlements', then click 'Continue.'

Other Per Diem Entitlements

If you need to claim actual lodging in excess of per diem, take leave, designate OCONUS incidental amount, indicate non-per diem duty days or indicate In Place, you may check the appropriate box. In-place and OCONUS incidental reduction selections can be made in combination with each other; for the other selections only one option may be applied.

☒ No Other Per Diem Entitlements

☐ Leave
Check here if you are taking leave for the above date or date range.

☐ Sick Leave - No Per Diem
Check here if you are taking Sick Leave without Per Diem for the above date or date range.

☐ Sick Leave - Per Diem
Check here if you are taking Sick Leave with Per Diem for the above date or date range.

☐ Duty Day(s)(No Per Diem)
Check here if you need to use Duty Day(No Per Diem) for the above date or date range.

☐ Non-Duty Day(s)
Check here if you need to use Non-Duty Day for the above date or date range.

☐ Authorized Delay
Check here if you need to use Authorized Delay for the above date or date range.

☐ Actual Lodging
Check here if you need to use Actual Lodging for the above date or date range.

☐ OCONUS Incidental Amount - (Used to reduce the daily incidental rate to the minimum.)
Check here if your AO determines the minimum default incidental rate applies for the above date or date range, instead of the applicable locality rate included in the daily amount for Meals and Incidentals.

☐ In Place - (Used to increase the M&IE amount to 100% on first or last day of travel)
Check here if you are beginning or ending your travel at a TDY location vice your permanent duty station.

Cancel These Entitlement Changes and Return
Save These Entitlements

Proceed to the following page: Accounting Codes
Continue

If you paid your GTC, you can update your Method of Reimbursement to reflect 'PERSONAL.'

Enter dollar amount of lodging. The system automatically defaults to the Standard CONUS Rate.

***NOTE: THE LODGING EXPENSE WILL DEFAULT TO YOUR GTC. IF YOU USED ANOTHER METHOD OF PAYMENT, CLICK THE LINK TO THE RIGHT OF THE LODGING COST BOX (VIEW EXPENSE DETAILS/CURRENCY CALCULATOR), SELECT 'PERSONAL', THEN HIT 'SAVE.'**

Expense Details

Use this screen to edit the expense details.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

Cost Options

Expense Type:

Lodging

Expense Cost:

55.00

Reimbursable:

☒

Expense Category:

LODGING ▾

Method of Reimbursement:

GOVCC-Individual ▾

Foreign Currency Calculator

GOVCC-Individual
Govt Funded/Contract
Personal

Foreign Currency:

0.00

Exchange Rate:

0.00

(Foreign Units/US \$)

Reverse Exchange Rate

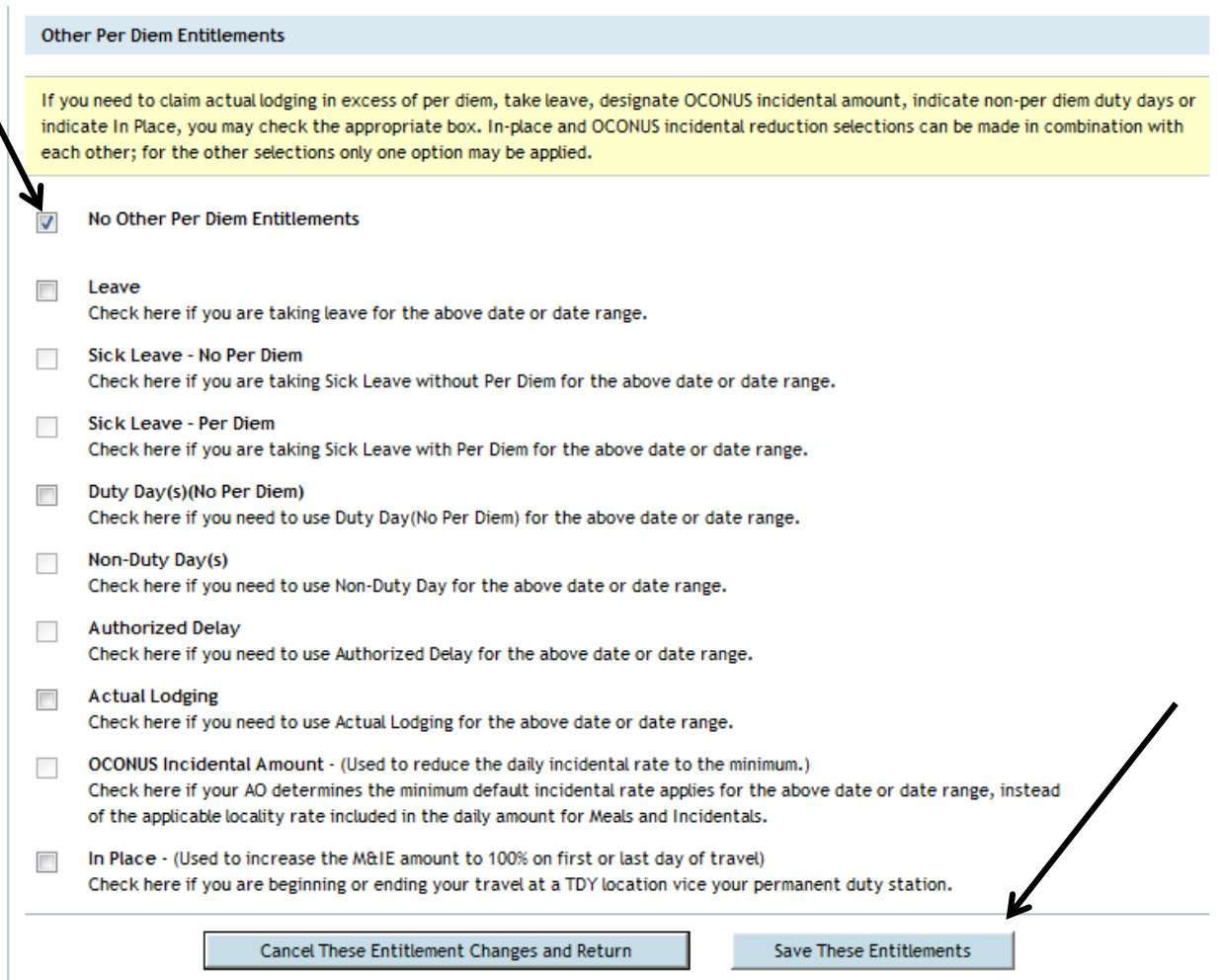
If the expense cost doesn't appear to be correct, then try using the following exchange rate:

(US \$/Foreign Units)

Return

Save

Ensure the 'NO OTHER PER DIEM ENTITLEMENTS' is checked. Then click 'Save these Entitlements.'



Other Per Diem Entitlements

If you need to claim actual lodging in excess of per diem, take leave, designate OCONUS incidental amount, indicate non-per diem duty days or indicate In Place, you may check the appropriate box. In-place and OCONUS incidental reduction selections can be made in combination with each other; for the other selections only one option may be applied.

☒ **No Other Per Diem Entitlements**

☐ **Leave**
Check here if you are taking leave for the above date or date range.

☐ **Sick Leave - No Per Diem**
Check here if you are taking Sick Leave without Per Diem for the above date or date range.

☐ **Sick Leave - Per Diem**
Check here if you are taking Sick Leave with Per Diem for the above date or date range.

☐ **Duty Day(s)(No Per Diem)**
Check here if you need to use Duty Day(No Per Diem) for the above date or date range.

☐ **Non-Duty Day(s)**
Check here if you need to use Non-Duty Day for the above date or date range.

☐ **Authorized Delay**
Check here if you need to use Authorized Delay for the above date or date range.

☐ **Actual Lodging**
Check here if you need to use Actual Lodging for the above date or date range.

☐ **OCONUS Incidental Amount - (Used to reduce the daily incidental rate to the minimum.)**
Check here if your AO determines the minimum default incidental rate applies for the above date or date range, instead of the applicable locality rate included in the daily amount for Meals and Incidentals.

☐ **In Place - (Used to increase the M&IE amount to 100% on first or last day of travel)**
Check here if you are beginning or ending your travel at a TDY location vice your permanent duty station.

Step 15: Preview Trip

Preview Trip			
<p>Review the details for this trip below. To make edits, click on the links at the left to return to that section. If you have no changes proceed to Other Authorizations.</p> <p>DoD mandates split disbursement for transportation, lodging and rental car expenses. Click here for memorandum</p>			
Reference Information			
Reference:	<input type="text"/>		
Document Comments			
Comments to the Approving Official:	<input type="text"/>		
Comments from the Travel Agent:	<input type="text"/>		
<p>The use of a Government-Contracted Commercial Travel Office(CTO) to arrange official travel is mandatory. If the contracted CTO is not used to make official travel arrangements, the traveler must provide a statement in detail as to exactly why the CTO is not available or otherwise not being used.</p>			
Other Trip Information			
Trip Type:	AA-ROUTINE TDY/TAD		
Trip Purpose:	SITE VISIT		
Trip Description:	DET 25 DTS Implementation		
Overall Starting Point Time Zone: EST (06)			
Itinerary:	Leave From:	Marietta,GA	
Edit	Leave:	04-Jun-13	
Location 1 - OFFUTT AFB,NE Time Zone: CST (07)			
Itinerary:	Leave From:	OFFUTT AFB,NE	
Edit	TDY/TAD Location:	OFFUTT AFB,NE	
	Arrive:	04-Jun-13	
	Leave:	07-Jun-13	
Rental Car:	Company:		
Edit	En-Route:	No	
	Cost:	\$0.00	
	Location:		
	Pick-Up:	04-Jun-13 12:00AM	
	Drop-Off:	07-Jun-13 12:00AM	
	Method Of Reimbursement:		
	Restrictions:		
		Comments to the Travel Agent:	
		<input type="text"/>	
Overall End Point Time Zone: EST (06)			
Itinerary:	Leave From:	OFFUTT AFB, NE	
Edit	Return Location:	Marietta,GA	
	Arrive:	07-Jun-13	
Expenses			
No Expense Information Available.			
Per Diem Entitlements			
Lodging M&IE:	Start Date	End Date	Total Lodge
Edit	06/04/13	06/07/13	\$165.00
			Total M&IE
			\$102.40


Step 16: Select 'Save' and proceed to 'Other Auths.'

Accounting Summary	
Actual/Estimate	No Accounting Information Available.
Accounting Code:	NO ACCT CODE
LODGING:	\$165.00
M&IE:	\$102.40
NO ACCT CODE Sub Total:	\$267.40
Calculated Trip Cost:	\$267.40

Document Totals	
Actual/Estimate	No Accounting Information Available.
LODGING:	\$165.00
M&IE:	\$102.40
Calculated Trip Cost:	\$267.40

Advances and Scheduled Partial Payments Summary	
No Advances requested.	
Trip Length does not allow Scheduled Partial Payments.	

Save And Proceed To Other Auths


Proceed to the following page: Other Authorizations 

Continue

Step 17: Select 'Save' and 'Proceed to Pre-Audits.'

Logged In As: [Frank T MacDill-Y](#)Document Name: FMSCOTTAFBIL083111_A25-01Screen ID: 1040.1[Close Window](#)

Traveler Name: [Frank T MacDill-Y](#)Document Type: Authorization[Help for this screen](#)

 **Defense Travel System**
A New Era of Government Travel

[Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)

[RETURN TO LIST](#) [Preview](#) [Other Auths.](#) [Pre-Audit](#) [Digital Signature](#)

[IMPORTED DOCUMENT](#) [PARTNER SETTINGS](#) [COMMENTS](#)

Other Authorizations

The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official in the "Remarks" boxes provided.

> [Add Additional Authorizations For This Trip](#)

Other Authorizations			
	Other Authorization	Remarks	Remove
1	VARIATIONS AUTHORIZED	<input type="text" value="variations authorized"/>	> remove

[Save and Proceed to Pre-Audits](#)

Proceed to the following page:

[Pre-Audit](#)

[Continue](#)

Step 18: Pre-Audit Trip

https://dtsdcwebgov.defensetravel.osd.mil/ - Defense Travel System-Welcome to DTS - Internet Explorer provided by USAF

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[RETURN TO LIST](#) [Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/ Sign](#)

[Preview](#) [Other Auths.](#) [Pre-Audit](#) [Digital Signature](#)

[IMPORTED DOCUMENT](#) [PARTNER SETTINGS](#) [COMMENTS](#)

Pre-Audit Trip

[Help for this screen](#)

Below are any items that were "flagged" for this trip. You must provide comments in the 'Justification to Approving Official' text field for flagged items. When you are finished, or if there are no flagged items, click "Proceed To Digital Signature."

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

[Constructed Travel Worksheet](#)

4 Items have been Flagged in this Travel Document

1.	Reason Flagged → MIL QTRS NOT USED	Item Description → SCOTT AFB, IL has a military lodging facility. Per diem entitlements indicates use of commercial lodging. Traveler must select one predefined reason and provide additional justification as indicated or needed.	* Justification to Approving Official <Help> Reason Codes Per Diem authorized on first and last day of travel. The comments/justification does not have to be detailed, just simple enough for the AO to approve
2.	Reason Flagged → NON-CONTRACT FARE	Item Description → Air Fare selected is not a GSA City Pair, GSA City Pair w/ Capacity Limits although one was available at time of selection: DL - 1872 TPA-Tampa International Apt 08/31/2011 - 06:00 AM ATL-Atlanta Hartsfield-Jackson Intl Apt 08/31/2011 - 07:30 AM GSA Fare: \$253.40 Fare Selected: \$260.40 Fare Price Difference: \$ 7.0	* Justification to Approving Official <Help> Reason Codes (C1) - Does not meet mission requirements

NOTE: ANY FLAGGED ITEMS REQUIRE A 'JUSTIFICATION TO APPROVING OFFICIAL' REASON.

Step 19: Click on 'Save' and 'Proceed.'

→ [Save And Proceed To Digital Signature](#)

Proceed to the following page: [Digital Signature](#) [Continue](#)

Step 20: Digital Signature

Ensure it states 'SIGNED', click on 'Submit Completed Document.'

Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

Document Action

* Submit this document as:

Routing List:

Additional Remarks:

The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

Pending Routing Actions

Awaiting Status Change To	By	Level
SIGNED	MICHELE D BOYD	0

NOTE: DEFENSE TRAVEL SYSTEM PROCESSING SIGNATURE, CLICK 'OK.'

https://dtsdcwebgov.defensetravel.osd.mil/ - Defense Travel System-Welcome to DTS - Internet Explorer provided by USAF

Logged In As: Chris A MacDill-Y Document Name: FMSCOTTAFBIL083111_A25-01 Screen ID: 1049.1 [Close Window](#)

Traveler Name: Frank T MacDill-Y Document Type: Authorization [Help for this screen](#)

Defense Travel System
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[IMPORTED DOCUMENT](#) [PARTNER SETTINGS](#) [COMMENTS](#)

Fund Authorization


Fund Authorization

Funding bypassed.

CLICK 'OK' TO PROCEED.

https://dtsdcwebgov.defensetravel.osd.mil/?service=direct/1/Fund/view - Defense Travel System - Internet Explorer provided by

Logged In As: [Chris A MacDill-Y](#) Document Name: FMS COTTA FBIL083111_A25-01 Screen ID: 1142.1 [Close Window](#)
Traveler Name: [Frank T MacDill-Y](#) Document Type: Authorization [Help for this screen](#)

 **Defense Travel System**
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[IMPORTED DOCUMENT](#) [PARTNER SETTINGS](#) [COMMENTS](#)

Stamping Result

Document Name: FMS COTTA FBIL083111_A25-01
Document Type: AUTH
SSN: #####657R
Desired Stamping Action: CTO BOOKED
Actual Stamping Status: PASS - Document was stamped CTO BOOKED

[Close](#)

CLICK 'CLOSE'

Your authorization is 'COMPLETE' and has routed to your Approving Official for signature.

INSTRUCTIONS FOR COMPLETING YOUR VOUCHER IN DTS

Step 1: Once you have an approved authorization, you can create your voucher from authorization.

Step 2: Log into DTS: <http://www.defensetravel.osd.mil/dts/site/index.jsp>.

Defense Travel System
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Search DTS Go!

Web Accessibility | Privacy and Security Notice | Site Map

Welcome to DTS!!

Welcome to the new era of government travel that can really take you places.

Featuring the best practices in industry and plug-and-play components, Defense Travel System streamlines the entire process involved in global Department of Defense (DoD) travel.

Login to the Defense Travel System

Click on the button below to begin using the Defense Travel System.

LOGIN TO DTS

First Time Users

Click below to learn more about DTS and the tools required for use.

LEARN MORE

Training

Click below to learn how to use DTS and for additional training resources.

TRAINING

System Status

DTS
DTS is available.

EWTS
EWTS is available

Recent Updates

- Having Trouble Accessing Links and Viewing Documents in DTS?
- New Travel Justification Required for DD 1610 and Other Order Formats
- Baggage Allowances and Fees - Know Before You Go

Travel Assistance Center
Serving the DoD Travel Community
24 hours a day, 7 days a week
Click here for more information

ICE
Provide Feedback Here!

TRAX
TRAVEL EXPLORER

Notices

- What To Do If An Emergency Occurs While on TDY
- Your Reimbursement Could Be Affected - Keeping Your DTS Profile Up to Date
- Baggage Allowances and Fees - Know Before You Go
- Now Available - Spring Edition of the Defense Travel Dispatch

Step 3: Select 'Official Travel', and click 'Vouchers.'



Defense Travel System
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Official Travel ▼ Official Travel - Others ▼ Traveler Setup ▼

Authorizations/Orders
Vouchers
 Local Vouchers
 Group Authorizations/Orders

FRANK T MACDILL
 FRMGDET11AFDW


Org Access: DFXAFRRMG
 Group Access: RMG
 Permission: 0,1,2,3,4,5,6

Reset Profile

Step 4: Select 'Create New Voucher from Authorization/Order.' Click 'Create.'

https://dtsdcwebgov.defensetravel.osd.mil/?service=direct/1/AuthorizationList/begin&sp=SVCH - Internet Explorer provided by

Logged In As: Frank T MacDill-Y Screen ID: 1001.3 [Close Window](#)
 Traveler Name: Frank T MacDill-Y Document Type: Voucher [Help for this screen](#)

 **Defense Travel System**
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View Authorizations / Orders View Local Vouchers View Group Authorizations

Vouchers

Below is a list of your vouchers. Please select the appropriate function which corresponds to the Voucher with which you wish to work

✧ [Create New Voucher From Authorization/Order](#) ←

Existing Vouchers

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove / Trip Cancel	Amend
--------------------------	-----------------------------	-------------------	----------------------	-----------	-------	-------------------------	-------

https://dtsdcwebgov.defensetravel.osd.mil/?service=direct/1/AuthorizationList/vouchFromAuth - Internet Explorer provided by

Logged In As: [Frank T MacDill-Y](#) Screen ID: 1010.1 [Close Window](#)
 Traveler Name: [Frank T MacDill-Y](#) Document Type: Voucher [Help for this screen](#)

Defense Travel System
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Voucher from Authorization/Order

Below is a list of your authorizations. Click "Create" next to the travel authorization for which you want to create a voucher.

Document Name	Departure Date	Status	TA Number	Create
FMSCOTTAFBIL083111_A25-01	08/31/11	POS ACK RECEIVED	000YXI	create

Step 5: Trip Overview

https://dtsdcwebgov.defensetravel.osd.mil/?service=direct/1/VoucherAuthList/create&sp=0 - Defe - Internet Explorer provided by

Logged In As: [Frank T MacDill-Y](#) Document Name: FMSCOTTAFBIL083111_V25 Screen ID: 1039.1 [Close Window](#)
 Traveler Name: [Frank T MacDill-Y](#) Document Type: Voucher [Help for this screen](#)

Defense Travel System
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[RETURN TO LIST](#) [Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)

Trip Overview [Per Diem Locations](#)

[IMPORTED DOCUMENT](#) [PARTNER SETTINGS](#) [COMMENTS](#)

Trip Overview

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations (usually your home or duty station) and your TDY/TAD Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, rail) and lodging after these initial steps are complete.

Overall Starting Point Information

Please Note: A Red Star (*) indicates a required field.
 * Select a Location: -OR- * Enter a Starting Point:

* Start Date(mm/dd/yyyy):

Overall Ending Point Information

Please Note: A Red Star (*) indicates a required field.
 * Select a Location: -OR- * Enter an Ending Point:

* End Date(mm/dd/yyyy):

Other Trip Information

Please Note: A Red Star (*) indicates a required field.
 * Trip Type: Trip Description (optional):

Trip Summary

Overall Starting Point

Leave From:	Tampa, FL	Edit
Leave:	31-Aug-11	

Location 1: SCOTT AFB, IL

Leave From:	Tampa, FL	Edit
TDY/TAD Loc:	SCOTT AFB, IL	
Arrive:	31-Aug-11	
Leave:	05-Sep-11	
Carrier/Flight:	Delta Air Lines (DL) 1872	Edit Remove
Conf/PNR:	123456	
Depart:	31-Aug-11 06:00AM	
	TPA-Tampa International Apt	
Arrive:	31-Aug-11 07:30AM	
	ATL-Atlanta Hartsfield-Jackson Intl Apt	
Carrier/Flight:	Delta Air Lines (DL) 1570	Edit Remove
Conf/PNR:	123456	
Depart:	31-Aug-11 08:40AM	
	ATL-Atlanta Hartsfield-Jackson Intl Apt	
Arrive:	31-Aug-11 09:30AM	
	STL-St Louis Lambert Intl Apt	

Overall Ending Point

Leave From:	SCOTT AFB, IL	Edit
Return Loc:	Tampa, FL	

***SELECT 'EDIT' IF THERE ARE ANY CHANGES TO THE TRIP SUMMARY.**

All non-per diem related expenses incurred after travel are input under: Expenses, My Expenses, Other Expenses

Defense Travel System
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Itinerary Travel Expenses Accounting Additional Options Review/Sign

My Expenses Per Diem Entitlements

[Return To List](#)

Reservation Expenses

Expense Name	Date	Cost	Document	Actions
American Airlines (Flight 258 - LAX to DCA)	09/10/2017	\$752.40	1	
Total:		\$752.40		

Other Expenses

Expense Name	Date	Cost	Document	Actions
Ticketed Expense (CTO FEE (GOVCC-I))	09/10/2017	\$19.81	1	
Non-Mileage Expense (Hotel Room Tax)	09/17/2017	\$214.27	1	
Non-Mileage Expense (Taxi - TDY/TAD)	09/17/2017	\$29.95	1	
Non-Mileage Expense (Hotel Sales Tax)	09/20/2017	\$124.74	1	
Non-Mileage Expense (Public Transit)	09/20/2017	\$29.00	1	
Non-Mileage Expense (Taxi - TDY/TAD)	09/22/2017	\$8.40	1	
Non-Mileage Expense (Hotel Sales Tax)	09/22/2017	\$61.22	1	
Total:		\$487.39		

Substantiating Documents

Document Name	Notes	Submit Date	Document	Actions
Other	Copy of certified orders	10/23/17		
Other	CTO email saying zero dollar invoices are no longer provided	10/23/17		
Other	CTO invoice that indicates it	10/23/17		

Step 6: To input any additional expenses that is not mileage, rental car or ticketed transportation. Select 'Non-Mileage.'

Add Expense

Expense Type*

Non-Mileage Expense

Expense* ?

Select or enter an expense

Reimbursement Method*

Select a method of reimbursement

Date*

MM/DD/YYYY

Cost*

\$

[Cancel](#)

Add & New

Add

Step 7: Inputting a rental car that was not booked through DTS: Click the plus (+) sign next to "Other Expenses", then click "Transportation Travel Expense".

Add Expense [X]

Expense Type*

Transportation Travel Expense

Expense* ?

Select an expense

- Commercial Auto-In/Around
- Commercial Auto-TDY/TAD
- Commercial Auto-Terminal
- Government Auto
- Passenger (No Claim)
- Private Vessel

[Cancel](#) **Add & New** **Add**

Commercial Auto-TDY//TAD: Use this option if you had a rental car authorized for the duration of your TDY.

Commercial Auto-In/Around: Use this option if you had in/around travel authorized in your orders or if it was approved after-the-fact by your approving official (AO).

Step 8: When adding your substantiating records, click "Expenses" then click the plus (+) sign next to "Substantiating Documents" or the plus (+) sign next to "Trip Workbook".

The Trip Workbook option is only viewable to you, therefore, the reviewer and AO will not be able to see these documents unless you add them under "Substantiating Documents" or as an attachment to your expenses.

There are two ways to upload your documents under Trip Workbook.

1. Upload documents via fax. Select the hyperlink for "Fax Cover Sheet" and follow instructions.
2. Upload saved documents. Click the plus (+) sign next to Trip Workbook and follow prompts to your saved documents.

Once your documents are saved in your Trip Workbook you can then attach your receipts to the associated expense by clicking the "Add Document" button next to the expense. Any documents that do not have an expense associated with it under "Other Expenses", such as your orders, lodging receipts, letter of non-availability, etc, can be added under "Substantiating Documents" by clicking the plus (+) sign and following the prompts appropriately.

Include the following documents:

- Completed certified order (include modifications)
- Required receipts
 - All lodging receipts.
 - Contract quarters authorization/Non-Availability statement (if applicable)
 - Rental Car (if applicable)
 - Airfare receipts
 - Any single expense \$75.00 or more
 - A/O may request additional information

Once complete. Click "Continue"

Step 9: Per Diem Entitlements: Click 'Edit.'

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

GSA State Tax Exemption Listing

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
08/31/11	SCOTT AFB, IL	Edit	Reset	\$39.00	\$39.00 GOVCC-Individual	\$42.00 Personal	105 / 56	NONE				
09/01/11	SCOTT AFB, IL	Edit	Reset	\$39.00	\$39.00 GOVCC-Individual	\$15.80 Personal	105 / 56	MESS	M	M	M	AVAIL
09/02/11	SCOTT AFB, IL	Edit	Reset	\$39.00	\$39.00 GOVCC-Individual	\$15.80 Personal	105 / 56	MESS	M	M	M	AVAIL
09/03/11	SCOTT AFB, IL	Edit	Reset	\$39.00	\$39.00 GOVCC-Individual	\$15.80 Personal	105 / 56	MESS	M	M	M	AVAIL
09/04/11	SCOTT AFB, IL	Edit	Reset	\$39.00	\$39.00 GOVCC-Individual	\$15.80 Personal	105 / 56	MESS	M	M	M	AVAIL
09/05/11	SCOTT AFB, IL	Edit	Reset	\$0.00	\$0.00 GOVCC-Individual	\$42.00 Personal	105 / 56	NONE				

Reset All Edit All

Proceed to the following page: Accounting Codes Continue

The default for your per diem expenses should be based on the quarters and meal availability listed in your orders, however, the following will assist you in updating those items appropriately.

Step 10: Select dates to which changes need to apply. Input amount paid, but do not include taxes.

https://dtsproweb.defensetravel.osd.mil/ - Defense Travel System-Welcome to DTS - Internet Explorer provided by USAF

Logged In As: DENNIS J MOTEN Document Name: RSAURORACO082911_V01 Screen ID: 1021.1 Close Window
 Traveler Name: RUSSELL A SEGO Document Type: Voucher Help for this screen

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RETURN TO LIST Itinerary Travel Expenses Accounting Additional Options Review/ Sign
 Non-Mileage Mileage Per Diem Entitlements Substantiating Records

IMPORTED DOCUMENT PARTNER SETTINGS COMMENTS

Per Diem Entitlement Detail

You may apply changes on this screen to a certain date or range of dates by modifying the "Values Apply Through" date. If required to change the distribution to travelers, use the distribution method selection list to change the distribution method. Then, select the "distribute cost" link to distribute appropriately to travelers. [GSA State Tax Exemption Listing](#)

Location: AURORA, CO
 Values Apply From Date: 08/29/2011
 Values Apply Through: 08/29/2011

Per Diem Rates

Costs are total for all travelers. You may change your lodging costs below. Use the "View Expense Details / Currency Calculator" link for expense details such as payment method, reimbursable, etc.

Per Diem Rate: 141 / 66
 Lodging: \$ 109.00 > [view expense details / currency calculator](#)
 M & IE: \$ 49.50 > [view expense details / currency calculator](#)

Duty Conditions

Check all of the following that apply:

- ☐ Field Conditions
- ☐ Adverse Effects/Commercial Quarters
- ☐ Inactive Duty Training (Local Commuting Area)
- ☐ Permissive TDY

Step 11: Ensure 'No Other Per Diem Entitlements' box is checked, then select "Save These Entitlements".

Other Per Diem Entitlements

If you need to claim actual lodging in excess of per diem, take leave, designate OCONUS incidental amount, indicate non-per diem duty days or indicate In Place, you may check the appropriate box. In-place and OCONUS incidental reduction selections can be made in combination with each other; for the other selections only one option may be applied.

- ☒ No Other Per Diem Entitlements
- ☐ Leave
Check here if you are taking leave for the above date or date range.
- ☐ Sick Leave - No Per Diem
Check here if you are taking Sick Leave without Per Diem for the above date or date range.
- ☐ Sick Leave - Per Diem
Check here if you are taking Sick Leave with Per Diem for the above date or date range.
- ☐ Duty Day(s)(No Per Diem)
Check here if you need to use Duty Day(No Per Diem) for the above date or date range.
- ☐ Non-Duty Day(s)
Check here if you need to use Non-Duty Day for the above date or date range.
- ☐ Authorized Delay
Check here if you need to use Authorized Delay for the above date or date range.
- ☐ Actual Lodging
Check here if you need to use Actual Lodging for the above date or date range.
- ☐ OCONUS Incidental Amount - (Used to reduce the daily incidental rate to the minimum.)
Check here if your AO determines the minimum default incidental rate applies for the above date or date range, instead of the applicable locality rate included in the daily amount for Meals and Incidentals.
- ☐ In Place - (Used to increase the M&IE amount to 100% on first or last day of travel)
Check here if you are beginning or ending your travel at a TDY location vice your permanent duty station.

Cancel These Entitlement Changes and Return Save These Entitlements

Step 12: Review/Sign-Preview. Make any necessary adjustment before signing document.

https://dtsdcwebgov.defensetravel.osd.mil/?service=direct/1/Receipts/\$Border.\$RenderedImage&sp - Internet Explorer provided by

Logged In As: [Frank T MacDill-Y](#) Document Name: FMSCOTTAFBIL083111_V25 Screen ID: 1064.4 [Close Window](#)
 Traveler Name: [Frank T MacDill-Y](#) Document Type: Voucher [Help for this screen](#)

Defense Travel System
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[RETURN TO LIST](#) [Preview](#) [Other Auths.](#) [Pre-Audit](#) [Digital Signature](#)

[IMPORTED DOCUMENT](#) [PARTNER SETTINGS](#) [COMMENTS](#) [Print Document](#)

Preview Trip

Review the details for this trip below. To make edits, click on the links at the left to return to that section. If you have no changes proceed to Other Authorizations.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

Reference Information

Reference:

Document Comments

Comments to the Approving Official: SDN = 999987669T4878M

Comments from the Travel Agent:

The use of a Government-Contracted Commercial Travel Office(CTO) to arrange official travel is mandatory. If the contracted CTO is not used to make official travel arrangements, the traveler must provide a statement in detail as to exactly why the CTO is not available or otherwise not being used.

Other Trip Information

https://dtsdcwebgov.defensetravel.osd.mil/?service=direct/1/Receipts/\$Border.\$RenderedImage&sp - Internet Explorer provided by

Expenses

Non-Mileage:

No.	Expense Type	Date	Cost	Method Of Reimbursement
Edit 1.	Parking - Terminal	08/31/11	\$74.00	GOVCC-Individual
Edit 2.	Baggage Tips	08/31/11	\$10.00	Personal
Edit 3.	Public Transit	08/31/11	\$34.00	GOVCC-Individual
Edit 4.	Registration Fees	08/31/11	\$250.00	GOVCC-Individual
Edit 5.	Hotel Room Tax	08/31/11	\$19.67	GOVCC-Individual
Total:			\$387.67	

Mileage:

No.	Expense Type	Date	From	To	Cost	Method Of Reimbursement	Miles
Edit 1.	Pvt Auto-Terminal	08/31/11			\$17.34	Personal	34
Edit 2.	Pvt Auto-Terminal	09/05/11			\$17.34	Personal	34
Total:					\$34.68		

Per Diem Entitlements

Lodging M&IE:

Start Date	End Date	Total Lodge	Total M&IE
Edit 08/31/11	09/05/11	\$195.00	\$147.20

Accounting Summary

Actual/Estimate	Allowed
Accounting Code: 11 DEFAULT Edit	Accounting Code: 11 DEFAULT Edit SDN: XXXXX7669T4878M CIC: DTS000YXI000000
COM. CARR.-I: \$524.30	COM. CARR.-I: \$524.30
LODGING: \$195.00	LODGING: \$195.00
M&IE: \$147.20	M&IE: \$147.20
MILEAGE: \$34.68	MILEAGE: \$34.68

https://dtsdcwebgov.defensetravel.osd.mil/?service=direct/1/Receipts/\$Border.\$RenderedImage&sp - Internet Explorer provided by

OTHER:	\$387.67	OTHER:	\$387.67
11 DEFAULT Sub Total:	\$1,288.85	11 DEFAULT Sub Total:	\$1,288.85
Calculated Trip Cost:	\$1,288.85	Calculated Trip Cost:	\$1,288.85

Disbursing Summary

Total Prior Payments:	\$0.00
Balance Due US:	\$0.00
Net Distribution	
Personal(S):	\$191.88
Individual GOVCC(S):	\$1,096.97
Total(S):	\$1,288.85

Document Totals

Actual/Estimate		Baseline Trip	View Worksheet
COM. CARR.- I:	\$524.30	COM. CARR.- I:	\$524.30
LODGING:	\$195.00	LODGING:	\$195.00
M&IE:	\$147.20	M&IE:	\$147.20
MILEAGE:	\$34.68	MILEAGE:	\$34.68
OTHER:	\$387.67	OTHER:	\$387.67
Calculated Trip Cost:	\$1,288.85	Calculated Trip Cost:	\$1,288.85

Advances and Scheduled Partial Payments Summary

No Advances requested.

No Scheduled Partial Payments Requested.

[Save And Proceed To Other Auths](#)

Proceed to the following page: Other Authorizations [Continue](#)

Select "Save and Proceed"

Other Authorizations

The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official in the "Remarks" boxes provided.

[Add Additional Authorizations For This Trip](#)

	Other Authorization	Remarks
1	ANNUAL TRAINING	ANNUAL TRAINING Annual tour <input type="text"/>
2	MANUALLY ENTERED EXPENSE (S)	MANUALLY ENTERED EXPENSE(S). Reimbursement claimed for manually entered expense(s): Lodging. Authorizing Official has specifically approved reimbursement for the manually entered expenses(s). <input type="text"/>
3	PERSTEMPO CODE Z (UNKNOWN)	PERSTEMPO CODE Z (Unknown) This was auto-generated - I'm not sure what this code means. <input type="text"/>

[Save and Proceed to Pre-Audits](#)

Proceed to the following page: Pre-Audit [Continue](#)

The perstempo code is found within the remarks of your orders. Perstempo code Z is a default code that occasionally populates. If this appears simple type the correct code in the comment box provided. The click "Save and Proceed to Pre-Audits".

If nothing appears here and an option for "Save and Proceed" does not appear. Simply click continue.

Military members should have a perstempo code listed in "Other Authorizations". Ensure that the code listed here matches the perstempo code on your orders. Civilians will not have a perstempo code.

Select 'Save and proceed' to Pre-Audit

Step 13: Enter justification if there are any flagged items. Save and proceed to digital signature.

https://dtsdcwebgov.defensetravelosd.mil/ - Defense Travel System-Welcome to DTS - Internet Explorer provided by USAF

Logged In As: Frank T MacDill-Y Document Name: FMSCOTTAFBIL083111_V25 Screen ID: 1043.1 Close Window
 Traveler Name: Frank T MacDill-Y Document Type: Voucher Help for this screen

Defense Travel System
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RETURN TO LIST Itinerary Travel Expenses Accounting Additional Options Review/Sign
 Preview Other Auths. Pre-Audit Digital Signature

IMPORTED DOCUMENT PARTNER SETTINGS COMMENTS

Pre-Audit Trip

Help for this screen

Below are any items that were "flagged" for this trip. You must provide comments in the 'Justification to Approving Official' text field for flagged items. When you are finished, or if there are no flagged items, click "Proceed To Digital Signature."

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

[Constructed Travel Worksheet](#)

6 Items have been Flagged in this Travel Document

1.	Reason Flagged	Item Description	* Justification to Approving Official <Help>
1.	COST COMPARISON	VCH COST (TRIP 1) IS NOT WITHIN 15% OF AUTH EST COST (FMSCOTTAFBIL083111_A25-01)	All expenses were not known upfront
2.	MIL QTRS NOT USED	SCOTT AFB,IL has a military lodging facility. Per diem entitlements indicates use of commercial lodging. Traveler must select one predefined reason and provide additional justification as indicated or needed.	Reason Codes (R3) - Commercial lodging used instead of the military lodging facility. Traveler voluntarily accepts reimbursement at the military lodging facility 'on base rate' which must be entered into the justification. Per Diem authorized on first and last day of travel. The comments/justification does not have to be detailed, just simple enough for the AO to approve
3.			

https://dtsdcwebgov.defensetravelosd.mil/ - Defense Travel System-Welcome to DTS - Internet Explorer provided by USAF

ATL-Atlanta Hartsfield-Jackson Intl Apt
 08/31/2011 - 08:40 AM
 STL-St Louis Lambert Intl Apt
 08/31/2011 - 09:30 AM
 GSA Fare: \$253.40
 Fare Selected: \$0.00
 Fare Price Difference: \$ -253.4

4.

Reason Flagged: NON-CONTRACT FARE

Item Description: Air Fare selected is not a GSA City Pair, GSA City Pair w/ Capacity Limits although one was available at time of selection: DL - 1872 TPA-Tampa International Apt 08/31/2011 - 06:00 AM ATL-Atlanta Hartsfield-Jackson Intl Apt 08/31/2011 - 07:30 AM GSA Fare: \$253.40 Fare Selected: \$260.40 Fare Price Difference: \$ 7.0

* Justification to Approving Official <Help>

Reason Codes (C1) - Does not meet mission requirements
 Needed earlier flight

5.

Reason Flagged: POSSIBLE EXCESSIVE EXPENSE

Item Description: THIS EXPENSE EXCEEDS THE STANDARD THRESHOLD AMOUNT -> Public Transit > 25.0

* Justification to Approving Official <Help>

Shuttle from St Louis Airport to Scott authorized

The following are provided for advisory purposes only

6.

Advisory: PERSONAL INFO HAS CHANGED

Advisory Description: PERSONAL PROFILE INFORMATION HAS CHANGED FROM WHAT IS IN THE PERMANENT PROFILE. PLEASE ENSURE ALL INFORMATION IS CORRECT. -- CITY, ZIP CODE, RESIDENCE CITY

Save And Proceed To Digital Signature

Proceed to the following page: Digital Signature Continue

Step 14: Review/Sign-Digital Signature. Ensure document is in Signed status and click 'Submit.'

https://dtsdcwebgov.defensetravel.osd.mil/ - Defense Travel System-Welcome to DTS - Internet Explorer provided by USAF

Logged In As: Frank T MacDill-Y Document Name: FMSCOTTAFBIL083111_V25 Screen ID: 1059.1
 Traveler Name: Frank T MacDill-Y Document Type: Voucher

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RETURN TO LIST

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Preview Other Auths. Pre-Audit Digital Signature

IMPORTED DOCUMENT PARTNER SETTINGS COMMENTS

Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

Document Action

* Submit this document as: SIGNED

Routing List: MSS

Additional Remarks:

Submit Completed Document

DTS bypassed the Constructed Travel Worksheet pre-audit due to the following: The Import file pre-authorized the en route modes of travel claimed on the DTS document and the partner has the auto-approval feature turned on.

Pending Routing Actions

Awaiting Status Change To	By	Level
SIGNED	Frank T MacDill-Y	0

Document History

Status	Date	Time	Name	Remarks
CREATED	08/19/11	1647	Frank MacDill-Y	

https://dtsdcwebgov.defensetravel.osd.mil/ - Defense Travel System-Welcome to DTS - Internet Explorer provided by USAF

Logged In As: Frank T MacDill-Y Document Name: FMSCOTTAFBIL083111_V25 Screen ID: 1055.1
 Traveler Name: Frank T MacDill-Y Document Type: Voucher

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IMPORTED DOCUMENT PARTNER SETTINGS COMMENTS

Stamp Process

This trip record is accurate and represents a legal claim for reimbursement. I understand there are severe criminal and civil penalties for knowingly submitting a false, fictitious or fraudulent claim. (18 USC Sections 287 and 1001, and 31 USC Section 3729)

Unused electronic or paper tickets have a monetary value and belong to the US Government. All unused tickets must be reported and returned to the CTO as soon as possible for the applicable credit. Instructions may be found at www.dtic.mil/travelink


Cancel Save and Continue

Select 'Save and Continue'

Your voucher is now routing for review and AO approval.

https://dtsdcwebgov.defensetravel.osd.mil/?service=direct/1/StampingProcess/view - Defense Tra - Internet Explorer provided by

Logged In As: [Frank T MacDill-Y](#) Screen ID: 1001.3 [Close Window](#)
Traveler Name: [Frank T MacDill-Y](#) Document Type: Voucher [Help for this screen](#)

 **Defense Travel System**
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[View Authorizations / Orders](#) [View Local Vouchers](#) [View Group Authorizations](#)

Vouchers

Below is a list of your vouchers. Please select the appropriate function which corresponds to the Voucher with which you wish to work

There are no Authorizations/Orders available to create Vouchers from

Existing Vouchers

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove / Trip Cancel	Amend
FMSCOTTAFBIL083111_V25	08/31/11	SIGNED	000YXI	> view / edit	> print		

CHECKLIST FOR TRAVEL VOUCHER SUBMISSION

DID YOU?

- ☐ Use the current version of the DD1351-2 (May 2011)
- ☐ Read all pages of your order & amendments, if applicable
- ☐ Include a copy of the 938 order and DD1610 or CED order, if applicable.
- ☐ Sign the Travel Voucher
- ☐ Get the Reviewer's endorsement
- ☐ Attach Airline Ticket Receipt/Itinerary (document must reflect a satisfied charge)
- ☐ Attach All Lodging Receipts regardless of amount
- ☐ Attach Contract Quarters Authorization or Statement of Non-Availability, if applicable
- ☐ Attach Rental Car Receipts, if applicable
- ☐ Attach all Receipts for expenses \$75.00 or more
- ☐ Attach Missed Meals Form (AF FM 2282) if applicable (cannot be used for Annual Training)

AS APPLICABLE, DID YOU CLAIM?

- ☐ Airfare & CTO Service/Processing Fees, Taxi's
- ☐ Lodging Charges, Lodging Taxes paid separately (CONUS only) POV Mileage (Complete block 16 on voucher if POV mileage is claimed)
- ☐ Rental Car and Fuel
- ☐ Enter Mileage amounts in section 15f for POV use to and from transportation terminals
- ☐ Parking Charges
- ☐ Currency Conversion Fees (OCONUS Travel)

CHECKLIST FOR IDT LODGING OF 1164 SUBMISSION

DID YOU?

Use the current version of the OF 1164, December 2016

Complete Section 4

Complete Section 6: dates, location daily cost, # of days lodged

Enter amount claimed in block 7

Have approving official sign block 8

☐ Sign block 10, claimant signature

☐ Attach all certified AF 40As (must have member's and certifier's signature); if you are unable to obtain a signature you may provide a color print of the UTAPS calendar with the UTAPS generated AF40A.

☐ Attach Contract Quarters Authorization/Non-Availability Statement, if applicable

INFORMATION WEBSITES

HQ RIO <http://www.arpc.afrc.af.mil/hqrio.aspx>

HQ RIO Reserve Pay Office <http://www.arpc.afrc.af.mil/HQRIO/IMA-RPO.aspx>

HQ RIO IMA Travel Office <http://www.arpc.afrc.af.mil/HQRIO/IMATravel.aspx>

Air Force Reserve Command www.afrc.af.mil

The Guide for Individual Reservists

<http://www.arpc.afrc.af.mil/Portals/4/Documents/RIO/TheIRGuide-1.pdf>

Defense Travel System <http://www.defensetravel.osd.mil/dts/site/index.jsp>

MyPay <https://mypay.dfas.mil/mypay.aspx>

Joint Travel Regulation <http://www.defensetravel.dod.mil/site/travelreg.cfm>

UTAPSWeb <https://utapsweb.afrc.af.mil/utapsweb/Home.aspx>

AROWS-R <https://arowsr.afrc.af.mil/arows-r/>

Citibank Website for GTC <https://home.cards.citidirect.com>

OANDA Currency Converter www.oanda.com

Privatized Army Lodging (PAL) www.pal.army.mil

Army lodging locations www.ihgarmyhotels.com/pal/en/us/home

Contract City Pair Program <http://cpsearch.fas.gsa.gov/>

Electronic Forms and Publications www.e-publishing.af.mil

Government Travel Charge Card Regulations

<http://www.defensetravel.dod.mil/Docs/regulations/GTCC.pdf>

AFRC IDT Outside Normal Commute Distance Guide

<http://www.arpc.afrc.af.mil/Portals/4/Documents/RIO/RIO-IDT-Travel-Reimbursement-Guide.pdf>

MOST COMMONLY USED TRAVEL FORMS

AF Form 938, Request and Authorization for Active Duty Training/Active Tour

DD Form 1610, Request and Authorization for TDY travel of DOD personnel

AF Form 40A, Record of Individual Inactive Duty Training

DD Form 1351-2 (May 2011), Travel Voucher or Sub-voucher

DD Form 1351-2C, Travel Voucher or Sub-voucher (Continuation Sheet)

DD Form 1351-3, Statement of Actual Expenses

OF 1164 (December 2016), Claim for Reimbursement for Expenditures on

Official Business AF Form 2282, Statement of Adverse Effect – Use of

Government Facilities SF1199a, Direct Deposit Sign up Form

DEFINITIONS & ACRONYMS AS DEFINED IN THE JTR APPENDIX A PART 2

ADT - Active Duty for Training

AEA - Actual Expense Allowance

AO - Authorizing /Order-issuing or Approving Official

AOR - Area of Responsibility

AROWS-R - Air Force Reserve Order Writing System

AT- Annual Training

ATM - Automated Teller Machine

BAH- Basic Allowance for Housing

BAS- Basic Allowance for Subsistence

CBA- Centrally Billed Account

CED - Contingency, Exercise, deployment (Orders)

CONUS - Contiguous United States

CTO - Commercial Travel Office

DFAS- Defense Finance and Accounting Services

DITY - Do-It-Yourself (PCS)

DLA - Dislocation Allowance (PCS)

DoDFMR - Department of Defense Financial Management Regulation

DTMO - Defense Travel Management Office

DTOD - Defense Table of Official Distances

DTS - Defense Travel System

EFT - Electronic Funds Transfer.(The direct deposit of travel payments to your bank account)

GMR - Government Meal Rate

GOV- Government owned vehicle

GTCC - Government Travel Charge Card

HHG - Household Goods

HOR - Home of Record

HPSP - Health Professions Scholarship Program

IBA- Individually Billed Account

IDT - Inactive Duty Training

IMA- Individual Mobilization Augmentee

JTR - Joint Travel Regulation

M&IE - Meals and Incidental Expenses; the MIE rate is a fixed allowance, by locality, for the meals and incidentals.

MALT- Monetary Allowance in Lieu of Transportation

MPA- Military Personal Appropriation

NTS - Non-Temporary Storage

OCONUS - Outside the Contiguous United States

OTD - Official Table of Distance (Is used to determine the official distance for POV travel)

PCS - Permanent Change of Station

PDS - Permanent Duty Station

PDT- Permanent Duty Travel

PLEAD - Place from Which Entered (or called) to Active Duty

PMR- Proportional Meal Rate

POC - Privately Owned Conveyance

POV - Privately Owned Vehicle

PPM - Personal Property Move (PCS) (previously DITY move)

RC - Reserve Component

RPA- Reserve Personnel Appropriation

RTS - Reserve Travel System

SECRETARY CONCERNED- Secretary of The Air Force, with respect to matters concerning the

Air Force

SIT- Storage in Transit

TDY - Temporary Duty

TLA - Temporary Lodging Allowance (OCONUS PCS)

TLE - Temporary Lodging Expense (CONUS PCS)

TR - Transportation Request